

SUDBURY BOARD OF SELECTMEN  
 TUESDAY SEPTEMBER 8, 2015  
 6:15 PM, FLYNN BUILDING, SILVA CONFERENCE ROOM  
 7:30 PM, TOWN HALL - LOWER LEVEL

Item #	Time	Action	Item
	6:15 PM		CALL TO ORDER
1.	6:15 PM	VOTE	Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into <b>Executive Session</b> for the following purposes: (1) to consider strategy with respect to litigation where an open meeting may have a detrimental effect on the town's litigating position and the chair so declares, pursuant to General Laws chapter 30A, §21(a)(exception 3) and Suffolk Construction v. DCAMM with respect to the following pending case: Sudbury Health Department Director v. Bendoris. (2) Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3). (3) Also discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6). (4) Also conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Interim Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. <i>If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.</i>
2.	7:25 PM	VOTE	Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road
	7:30 PM		Opening remarks by Chairman
	7:35 PM		Reports from Interim Town Manager
	7:40 PM		Reports from Selectmen
	7:50 PM		Citizen's comments on items not on agenda
<b>TIMED ITEMS</b>			
3.	8:00 PM	VOTE	Interview three candidates (Daniel E. Carty, 15 Stonebook Road; Margaret Dahl, 25 Frost Lane; and Mark Howrey, 55 Old Coach

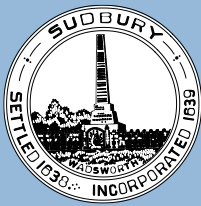
*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
			Road) for appointment To The Capital Improvement Advisory Committee. Following interview, vote to approve the appointment of _____ to the Capital Improvement Advisory Committee for a term ending 5/31/18.
4.	8:20 PM		Discussion on Sudbury Historical Society's plan for repurposing the Loring Parsonage to a History Center and Museum. Sally Hild, Executive Director; and Stewart Hoover, President, Sudbury Historical Society, will attend.
5.	8:50 PM	<i>VOTE</i>	Discussion and vote on policy for accessing Town Counsel services
<b>MISCELLANEOUS</b>			
6.			Discussion on Ballot question "pro" and "con" wording
7.		<i>VOTE</i>	Discussion and vote to accept Town Trust spending limit requests for FY16 as per a memo provided by Finance Director/Treasurer-Collector Andrew Vanni, dated 9/3/15. Andrew Vanni will attend.
8.		<i>VOTE</i>	Review Melone Property Environmental Data Review - Revised Scope of Services for LSP.
9.		<i>VOTE</i>	Review and possibly vote changes to the Codes of Conduct and Ethics for all Town board and committee members, including Board of Selectmen
10.			Discuss future agenda items
<b>CONSENT CALENDAR</b>			
11.		<i>VOTE</i>	Vote to approve the Regular Session Minutes of 8/20/15.
12.		<i>VOTE</i>	Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the "The Fieldhouse 5K/10K for Accelerated Cure Project for MS" Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race's conclusion.
13.		<i>VOTE</i>	Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a "Positive Spin for ALS" bike ride on Sunday, September 27, 2015, from 7:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.
14.		<i>VOTE</i>	Vote to accept, on behalf of the Town, a \$50,000 donation from Linda Lyons and family to the Boundless Playground Maintenance Trust Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 17, 2015), said funds to be expended under the direction of the Park and Recreation Director.
15.		<i>VOTE</i>	Vote to accept, on behalf of the Town, an anonymous donation of \$200 for the youth and teens of Sudbury, to the Program Contributions & Donations account, (as requested by Nancy

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<b>Item #</b>	<b>Time</b>	<b>Action</b>	<b>Item</b>
			McShea, Park & Recreation Director, in a memo dated August 26, 2015), said funds to be expended under the direction of the Park and Recreation Director.
16.		<i>VOTE</i>	Vote to accept, on behalf of the Town, donations totaling \$3,060 to the Program Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 19, 2015), said funds to be expended under the direction of the Park and Recreation Director.
17.		<i>VOTE</i>	Vote to accept the resignation of James A. Hill, 199 Concord Road, from the Sudbury Historical Commission and thank him for his service to the Town.
18.		<i>VOTE</i>	Vote to appoint John Baranowsky, 103 Belcher Drive, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.
19.		<i>VOTE</i>	Vote to accept the resignation of Risa Burns, 46 Cider Mill Road, from the Vocational Education Options Committee and thank her for her service to the Town.
20.		<i>VOTE</i>	Vote to grant a special permit to Ronald Nix, President, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a "Walk for the Poor" on Sunday, September 27, 2015, from 11:00 a.m. through approximately 2:00 p.m., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race's conclusion.

*These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*



## SUDBURY BOARD OF SELECTMEN

Tuesday, September 8, 2015

**EXECUTIVE SESSION****1: Enter into Executive Session**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into Executive Session for the following purposes: (1) to consider strategy with respect to litigation where an open meeting may have a detrimental effect on the town's litigating position and the chair so declares, pursuant to General Laws chapter 30A, §21(a)(exception 3) and Suffolk Construction v. DCAMM with respect to the following pending case: Sudbury Health Department Director v. Bendoris. (2) Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3). (3) Also discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6). (4) Also conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Interim Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.

Recommendations/Suggested Motion/Vote: Open meeting in the Flynn Building, Silva Conference Room, and vote to immediately enter into Executive Session for the following purposes:

- (1) to consider strategy with respect to litigation where an open meeting may have a detrimental effect on the town's litigating position and the chair so declares, pursuant to General Laws chapter 30A, §21(a)(exception 3) and Suffolk Construction v. DCAMM with respect to the following pending case: Sudbury Health Department Director v. Bendoris.
- (2) Also to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares (exception 3).
- (3) Also discuss the purchase, exchange, lease or value of real property, specifically the Wayland-Sudbury Septage Facility, if such discussion may have a detrimental effect on the negotiating position of the government body (exception 6).
- (4) Also conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Interim Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2). At the conclusion of Executive Session, vote to convene in Regular Session in Lower Town Hall. *If necessary, the Executive Session will be suspended at 7:25 p.m. and resumed at the end of the Regular Session.*

Background Information:

Financial impact expected:n/a

Approximate agenda time requested: 60 minutes

Representative(s) expected to attend meeting: Town Counsel Barbara Saint Andre

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

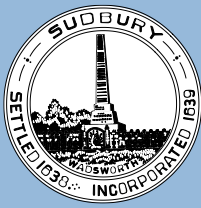
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**MISCELLANEOUS (UNTIMED)**

**2: End Executive Session and reconvene in open session**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road

Recommendations/Suggested Motion/Vote: Vote to end Executive Session and reconvene in Open Session and continue meeting at Lower Town Hall, 322 Concord Road

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

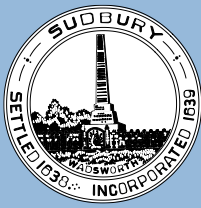
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**TIMED ITEM**

**3: Interview three Candidates for Appointment to CIAC**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Interview three candidates (Daniel E. Carty, 15 Stonebook Road; Margaret Dahl, 25 Frost Lane; and Mark Howrey, 55 Old Coach Road) for appointment To The Capital Improvement Advisory Committee. Following interview, vote to approve the appointment of \_\_\_\_\_ to the Capital Improvement Advisory Committee for a term ending 5/31/18.

Recommendations/Suggested Motion/Vote: Interview three candidates (Daniel E. Carty, 15 Stonebook Road; Margaret Dahl, 25 Frost Lane; and Mark Howrey, 55 Old Coach Road) for appointment To The Capital Improvement Advisory Committee. Following interview, vote to approve the appointment of \_\_\_\_\_ to the Capital Improvement Advisory Committee for a term ending 5/31/18.

Background Information:

*Please see applications attached*

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Town Counsel	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:

### TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Capital Improvement Advisory Committee

Name: Daniel E Carty  
Address: 15 Stonebrook Road Email Address: [REDACTED]  
Home phone: [REDACTED] Work or Cell ph: [REDACTED]

Years lived in Sudbury: Approx. 16

Brief resume of background and pertinent experience:  
20+ years working in Manufacturing, Telecommunications, and Financial Services. Process improvement expert specializing in statistical analysis, data visualization, and problem solving via root cause analysis.

Municipal experience (if applicable):  
No direct experience in Municipal government. Have held many different community volunteer positions including Advisory Board for Boy Scout Troop 60, youth baseball coach, youth hockey coach.

Educational background:  
Bachelors degree - dual major Industrial Engineering/Operations Research and Economics, University of Massachusetts at Amherst (Commonwealth Scholar, Massachusetts State Honors Scholar). Masters Degree - Business, Framingham State University. Masters Certificate - Lean Six Sigma Black Belt, Villanova University

Reason for your interest in serving:  
I have a desire to get involved in Municipal government as opposed to just watching and leaving the work to others.

Times when you would be available (days, evenings, weekends):  
Evenings preferred, but with advance notice nearly any day/time could be accomodated.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:  
n/a

DK (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Daniel E Carty Date 6/19/2015



Aug. 03. 2015 03:57 PM Margaret D Dahl

9782615255

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**TOWN OF SUDBURY  
APPLICATION FOR APPOINTMENT**

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BOARD OF SELECTMEN  
SUDBURY, MA

2015 AUG -4 A 8: 00


BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776


FAX: (978) 443-0756  
E-MAIL: selectmen@sudbury.ma.us


Board or Committee Name: Capital Improvement Advisory Committee

Name: Margaret (Peg) Dahl

Address: 25 Frost Lane

Email Address: 

Home phone: 

Work or Cell phone: 

Years lived in Sudbury: 30

Brief resume of background and pertinent experience:

I've been involved in financial planning for over 20 years, forecasting and managing to budget health care and other administrative costs. My professional career as a benefits manager has also involved managing to a variety of federal, state and local laws and regulations.

Municipal experience (if applicable):

Managed benefits and payroll for Boston Redevelopment Authority

Educational background:

BA in History from Boston College

Reason for your interest in serving:

I've lived in the town for a long time and I plan to remain here for the foreseeable future. Seeing that Sudbury continues to grow and change, I realized it's about time I got involved and would like to be part of serving Sudbury and its citizens in shaping the future of our Town.

Times when you would be available (days, evenings, weekends):

Flexible

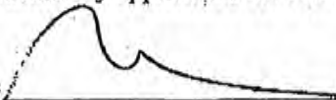
Do you or any member of your family have any business dealings with the Town? If yes, please explain:

Yes. We have an open Con Comm plan that has yet to be completed. We are subject to Conservation, Fish and Wildlife, and the Rivers Act. We went to the town for permission to put in some landscaping. We were approved and the work is finished. We are waiting on Jilson Company to do final plans for reversion to ConComm to close out project. It has already been reviewed and examined by Dave Burke, the wetlands specialist, and his report is that we have adhered to all requirements of the plan.

MDD (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature  Date July 30, 2015

### TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: CIAC

Name: Mark Howrey

Address: 55 Old Coach Road Email Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work or Cell phone: \_\_\_\_\_

Years lived in Sudbury: 3

Brief resume of background and pertinent experience:

- \* Member of Maynard's finance committee for two years;
- \* Elected to Maynard's school committee for three year term;
- \* Served on Maynard's school building committee - approved and began construction of new high school during term;
- \* Managing Principal of consulting firm that provides economic and financial advice for commercial litigation matters;

Municipal experience (if applicable):

Educational background:

Undergraduate degree from Kalamazoo College - majored in economics  
MBA from University of Michigan - focus in finance, accounting, and strategy

Reason for your interest in serving:

I enjoy living in Sudbury and would like to give back to the community. In addition, I found the work I did in Maynard rewarding and look forward to addressing the challenges facing Sudbury.

Times when you would be available (days, evenings, weekends):

I am generally available with sufficient notice. I travel infrequently.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

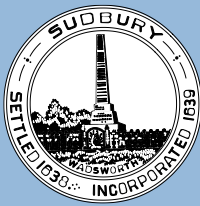
No

MH (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature \_\_\_\_\_ Date 7/21/15



SUDBURY BOARD OF SELECTMEN

Tuesday, September 8, 2015

**TIMED ITEM**

**4: Sudbury Historical Society/Loring Parsonage**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion on Sudbury Historical Society's plan for repurposing the Loring Parsonage to a History Center and Museum. Sally Hild, Executive Director; and Stewart Hoover, President, Sudbury Historical Society, will attend.

Recommendations/Suggested Motion/Vote: Discussion on Sudbury Historical Society's plan for repurposing the Loring Parsonage to a History Center and Museum. Sally Hild, Executive Director; and Stewart Hoover, President, Sudbury Historical Society, will attend.

Background Information:

Attached memo from Sally Hild, Executive Director, and Maureen Valente, former Town Manager to Ruth Grisel

Financial impact expected:see attached

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting: Sally Hild, Executive Director, and Stewart Hoover, President, SHS

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:



# Historical Society, Inc.

## Officers and Trustees

Stewart Hoover

*President*

Joe Bausk

*Vice President*

Ruth Griesel

*Secretary*

Debbie Keeney

*Treasurer*

Katina Fontes

Peggy Fredrickson

Ursula Lyons

Ellen Morgan

Elin Neiterman

Beth Gray-Nix

Nancy Somers

## Staff

Sally Purrington Hild

*Executive Director*

Lee Swanson

*Historian*

August 5, 2015

Ms. Patricia Brown, Chair

Board of Selectmen

Town of Sudbury

278 Old Sudbury Road

Sudbury, MA 01776

Dear Selectwoman Brown:

The Sudbury Historical Society would like to request approximately 15 minutes of time on the agenda of the next available Selectmen's meeting in order to discuss our continued planning for repurposing the Loring Parsonage to a History Center and Museum.

Specifically we would like to have for our records a letter of confirmation from the Selectmen stating that the funds held by the Town in both the Harry Rice and Wood-Davison Trusts (which together total \$246,861.27) can be used by the Historical Society for the purpose of establishing a History Center and Museum in the Loring Parsonage. A letter committing those funds to that use will help the SHS with its greater fundraising efforts.

Additionally we would like to begin a conversation about how the SHS can work with the Town to obtain a long-term lease of the property for the above purpose.

Please let me know if you have available space during the August 20<sup>th</sup> meeting.

Thank you.

Sincerely,  
Sally Purrington Hild  
Executive Director

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2015 AUG - 5 A 8: 53



# Town of Sudbury

Office of Selectmen

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756  
[selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

December 4, 2013

Ms. Ruth Grisel  
c/o Sudbury Historical Society  
Sudbury Town Hall  
322 Concord Road  
Sudbury, MA 01776

Dear Ruth,

At their meeting of December 3, 2013, the Board of Selectmen voted in support of the Sudbury Historical Society's request to study the feasibility of the Town-owned Loring parsonage becoming a Sudbury Historical Museum. If the building is deemed feasible for this use, the Board of Selectmen would be willing to negotiate a long-term lease for the building to be used for this purpose.

Sincerely,

Maureen G. Valente  
Town Manager

**Golden, Patricia**

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**From:** Kablack, Jody  
**Sent:** Friday, September 04, 2015 9:35 AM  
**To:** Golden, Patricia; Bilodeau, Maryanne  
**Subject:** FW: Application to Mass Office of Tourism - Parsonage Funds

**Importance:** High

This email would be ok to give to the BOS.

---

**From:** Kablack, Jody  
**Sent:** Thursday, September 03, 2015 10:48 AM  
**To:** [director@sudbury01776.org](mailto:director@sudbury01776.org); Stewart Hoover  
**Cc:** Jones, Elaine; Kelly, James; Kupfer, James; Bilodeau, Maryanne  
**Subject:** RE: Application to Mass Office of Tourism - Parsonage Funds

Stewart and Sally,

Several of us met again about this project again yesterday, and I want to make you aware of the discussion and process.

The long and short of this is that the PBC must take over the project as it is a public building construction project. The SHS will be the funder, but the process must be regulated by the designer selection process. This process takes a long time, and will impact the proposed schedule that you have in your narrative to the Tourism office. I will be working on creating a more realistic schedule for you by the end of the week.

We are also concerned about awarding any contract for designer services (which could be around \$150,000 - \$200,000) without having the funds in hand. The promise of the state money is not adequate for the Town to sign a contract with an architect. So while we may get some funds up front, it is the balance of the funds that are not 100% secure. To this end, does the SHS have funds on hand to guarantee completion of a contract with a designer?

It is critical that you understand that only the design process will be able to be completed this fiscal year. It is unrealistic to think any construction will have started. You can't start construction until all the funds are in hand.

So we think the funds from the Tourism office can be further defined to bring the project through design and construction document preparation, with several bells and whistles built in, including the following:

- Schematic design
- Final architectural design
- Civil engineering
- Structural investigation
- Construction documents
- Owner's project manager for the design phase
- Preparation of construction cost estimates (good to get several)
- Preparation of operational cost estimates

I also want to let you know that the BOS will not be taking any votes on Tuesday regarding this project. They will take the information under advisement. The Chair thought it was a little premature to vote at this time, particularly since the project has changed since the last time it was discussed. I believe Town Counsel has a good handle on the probate issues and the lease though, so when the BOS does vote, she will be able to proceed.

I will send over my edited changes to the Tourism narrative, along with the schedule, later today or tomorrow.

Jody Kablack  
Director of Planning and Community Development  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776  
978-639-3387

## Loring Parsonage Restoration and Repurposing

### Line Item 7008-0900 Commonwealth of Massachusetts

#### FY State Budget

#### Project Description

This information is being provided to the Massachusetts Office of Travel and Tourism in order contract for funds that are included in the Commonwealth's fiscal year 2016 budget. Line Item 7008-0900 approved:

“that not less than \$290,000 shall be expended for the restoration and repurposing of the Loring Parsonage in the town of Sudbury.”

1. The organization requesting these funds is:

The Sudbury Historical Society, Inc.  
322 Concord Road  
Sudbury, Ma 01776  
978-443-3747

The Sudbury Historical Society (SHS) is a non-profit 501(c)(3) corporation that was founded in 1956. The mission of the SHS is to collect and preserve artifacts and archival material, and through education promote a greater awareness among the public about the history of Sudbury. Today the Society is temporarily housed on the 2<sup>nd</sup> floor of Town Hall. This space will not be available in the near future as the town is planning to renovate the Town Hall for other uses. For many years there has been an effort to create a History Center and Museum in Sudbury and after much study by the SHS it was decided that the 300 year old Loring Parsonage that sits in the midst of Sudbury's historic town center, beside the Town Hall, would be ideal for this purpose.

2. **Use of Funds:**

In 2014 the SHS commissioned the Spencer & Vogt Group, an architectural firm specializing in historic structures, to prepare a feasibility study of the Parsonage building for repurposing it into a history center and museum. The results of this study indicated the ability to use the structure for this intended purpose, and the SHS began moving forward with its plans. The State budget funds designated for this project will be used to complete architectural and engineering design drawings, and construction bid documents for the restoration of the structure. The structure is a publicly-owned building and the Designer Selection and public bidding requirements are applicable. Design funds are anticipated to be higher than average for a building project due to the historic nature and elements of this building. An estimate of 20% of the construction costs is anticipated. Remaining funds after the design is completed will be used for additional studies and/or construction of discreet elements of the plan, as allowed by the public bidding laws.



Construction funding will be comprised of Town funds held in Trust for the construction of a new history center and museum, Community Preservation Act funds (not yet approved) and private fundraising efforts. Estimated construction costs for the project is currently approximately \$870,000 (see attached line item budget). Construction is proposed in FY17 and is outside the scope of this proposal.

The restoration of the Loring Parsonage will not significantly change the footprint or character of the Parsonage, but rather it will strengthen the structure and update the interior to meet current building code requirements for a public building. This work will entail modernizing plumbing, electrical, HVAC, and fire protection as well as meeting the requirements of the American Disabilities Act. The Secretary of the Interior's Standards for Rehabilitation will apply to any construction work.

DRAFT

## Line Item Budget (Preliminary)

ITEM	Restoration and updating the 1730 Parsonage and rebuilding the 1850 EII
General Conditions	\$46,000
Site work	\$22,000
Retaining Walls	\$0
Demolition	\$12,100
Concrete	\$22,000
Masonry	\$6,000
Metals	\$37,800
Wood & Plastics	\$64,310
Thermal & Moisture	\$27,250
Doors & Windows	\$5,211
Finishes	\$64,400
Specialties	\$3,000
Equipment	\$0
Conveying Systems	\$0
Plumbing	\$18,530
Heating	\$22,000
Air Conditioning	\$95,250
Electrical	\$88,800
Fire Alarm	\$27,000
Fire Protection	\$50,220
Security	\$5,750
<b>TOTAL HARD COSTS</b>	<b>\$617,621</b>
Contractor OH & P	\$92,643
Permitting (other than building), legal, hearings	\$18,529
Building permitting \$15/\$1,000 of construction	\$9,240
Contingency @15%	\$106,540
Furnishing and fittings	\$24,150
<b>TOTAL BUDGET</b>	<b>\$868,723</b>
<b>Design &amp; Engineering Fees (20% of construction)</b>	<b>\$173,745</b>
<b>TOTAL COST</b>	<b>\$1,042,468</b>

**Project Timeline (Preliminary)**

<b>Milestone</b>	<b>Date</b>
RFP for Design Services, including Engineering services issued	Oct 1, 2015
Selection of Designer	Nov 15, 2015
Design Completed	Feb 15, 2016
Bid Documents and Construction Drawings Completed	March 15, 2016
Final Construction Estimate	March 15, 2016

**Vendors:**

The design project will be advertised for public bidding in accordance with the designer selection requirements. Vendors will be selected per the schedule above.

**Contact Information**

Sally Hild

Executive Director

Sudbury Historical Society, Inc.

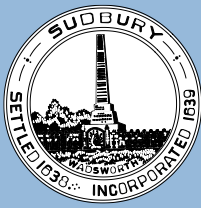
322 Concord Road

Sudbury, Ma 01776

Email: [Director@sudbury01776.org](mailto:Director@sudbury01776.org)

Phone: 978-443-3747 or 978-460-3100 (cell)

Web Address: [Sudbury01776.org](http://Sudbury01776.org)



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**TIMED ITEM**

**5: Town Counsel Accessibility Policy**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discussion and vote on policy for accessing Town Counsel services

Recommendations/Suggested Motion/Vote: Discussion and vote on policy for accessing Town Counsel services

Background Information:

Continued from 6/23 meeting (see attached and redline copies)

Financial impact expected:n/a

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

To: Board of Selectmen  
 Cc: Maryanne Bilodeau, Interim Town Manager  
 From: Susan Iuliano  
 Re: Town Counsel Access Policy  
 Date: August 31, 2015

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Attached please find a proposed revision of the draft Policy on Access to Town Counsel.

As you know, this policy was originally drafted by Town Manger Maureen Valente, with input from Town Counsel Barbara Saint Andre. Based on the Board's discussion on February 10, 2015, Ms. Valente produced a revised version of the policy, which was discussed by the Board on February 24, 2015. Working from the February 24, 2015, version, Bob Haarde and Len Simon have both produced red-line versions of the policy suggesting various revisions (also attached). The policy was further addressed at the March 10, 2015 meeting, including discussion with Ms. Saint Andre.

Based on the prior Board discussions, suggested revisions from Mr. Haarde and Mr. Simon, and input from Town Counsel, I have provided an outline of the underlying policy decisions required to finalize the policy. I also have provided an updated draft of the policy, with proposed language to address the concerns raised by Mr. Haarde and Mr. Simon. Beyond the initial paragraphs concerning board member access, there are no other changes from the February 24, 2015, version, as revisions adopted for the other sections had been incorporated at that point.

**For boards, commissions and committees of the Town of Sudbury**

- Who has access: Only the chair? Other members?
- Type of access: phone communication, written opinion, request to attend meeting
- Process for access: When is a vote of a board required? Who must be informed?
- In any event, should the chair have access between meetings (no vote required) to address issues that arise, prepare for a meeting, or invite counsel to a meeting?

*Recommendation:* For boards and committees other than the BOS, the chair generally should have access to Town Counsel, without committee approval, especially for meeting preparation. Other members should have access upon approval by a majority of the committee. Requests must be in writing, copied to the Town Manager, so that all opinions/advice are clear and so the Town Manager can monitor overall use and costs of legal services.

This proposal seeks to strike a balance between the strictest version, requiring a committee vote for most requests even from the chair (limiting flexibility when issues arise between meetings), and the most relaxed version, allowing all town committee members unfettered access to counsel (which could result in a significant burden to counsel and higher legal costs).

A separate provision regarding the Moderator's access to Town Counsel also has been included.

### **For the Board of Selectmen**

Should the answer to the questions about access listed above be the same for the Board of Selectmen as for all other boards and committees?

*Recommendation:*

Option 1: Use the same process for all committees; include the BOS in Section A.

Option 2: Incorporate a separate section for the BOS (See Section B); the primary difference would be that any member of the BOS could request an opinion from Town Counsel without approval from the board.

### **Confidentiality of Attorney Client Communications**

Prior to the March 10, 2015, meeting, Mr. Haarde had suggested deleting this section (as noted in his red-lined version) and raised the question of prospectively waiving the privilege for all communications. These issues were discussed at the March 10 meeting, when Town Counsel recommended against such a blanket waiver. Board members were concerned that the waiver process may delay public release of opinions, such as that concerning Buddy Dog's use of a proposed parcel (discussed at the same meeting).

From the March 10 minutes: "Regarding the proposed initial confidentiality language, Town Counsel Barbara Saint Andre stated that according to State law, all attorney and client communication is privileged. She stated the language was added as a precaution, noting the Board is the only entity which could waive the privilege on a case-by-case basis, which is what she would recommend. Ms. Saint Andre emphasized that she would not recommend waiving privilege completely by deleting the entire section from the draft policy."

My understanding is that the board agreed with this advice.

Pursuant to this provision, staff members and other committees would maintain the confidentiality of the opinions they received, but, as needed, could ask the Selectmen to waive the privilege and release the confidential information.

*Recommendation:* This section should remain in the policy. Although state law provides for this privilege, restatement in the policy is important to clarify that all staff and committee members must maintain this privilege and to lay out the process for any waiver of the privilege. A blanket waiver could result in significant harm to the town's interests, especially concerning litigation strategy or negotiations concerning land purchases, collective bargaining, employment agreements, etc.

It appears this matter has been resolved previously, but we should confirm this.



## Policy on Access to Town Counsel and Confidentiality of Attorney-Client Communications

*Adopted by the Sudbury Board of Selectmen on \_\_\_\_\_*

It is the intent of this policy to set forth general guidelines and expectations on the accessibility of Town Counsel to Town boards, commissions and committees, and employees, consistent with the Town of Sudbury general bylaws, the Town charter (the Board of Selectmen-Town Manager Act) and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Counsel but rather to control and monitor accessibility to Town Counsel, thereby understanding and controlling the cost of legal services.

### A. Boards, commissions and committees of the Town of Sudbury

1. Chairs of all boards, commissions or committees, [including/other than the Board of Selectmen?], shall have direct access to Town Counsel to obtain legal advice, including a request for a written opinion, or to request Town Counsel to attend a meeting of such board, committee or commission. Any member of a board, commission or committee may request a written opinion from Town Counsel, provided that said member obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion. After obtaining a majority vote as set forth in the preceding sentence, said request shall be submitted to Town Counsel with a copy to the Town Manager for notification purposes.
2. Town Counsel will refer all requests for opinions received from individual members of boards, commissions or committee to the Chair of said committee, who will schedule the request for a vote of the board, commission or committee on the matter of approving such a request at the next meeting of said committee, when feasible. Town Counsel will copy the Town Manager on all such requests.
3. Boards, commissions or committees may vote to authorize one member of the board, commission or committee to communicate directly with Town Counsel on a specific matter they have explicitly voted for that member to have responsibility for. For example, if a board appoints one member of the board to work on a policy item to be considered by the board, the board may include in their designation that this includes the ability to seek an opinion from Town Counsel as part of the work to be undertaken by that board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Counsel to

September 8, 2015, Meeting Draft

Speak directly with less than a quorum of the board, commission or committee on the specific matter. Such a vote must be filed with the Town Counsel and the Town Manager.

4. The chairs or vice-chairs of all boards, committees and commission shall have direct access to Town Counsel to request advice or assistance in preparation of the agenda for an upcoming meeting or for advice regarding chairing an upcoming meeting. They do not need to copy the Town Manager on such inquiries.
5. The chairs or vice-chairs of boards, committees or commission with the Town shall have direct access prospectively to Town Counsel to request opinions, advice or information concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules governing responses to public records requests. They do not need to copy the Town Manager on such inquiries.
6. Officers of the Town, including all members of boards, commissions and committee requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to copy the Town Manager on such inquiries.
7. The Moderator shall have direct access to Town Counsel to obtain legal advice, including a request for a written opinion, in relation to her/his duties as Moderator.

**B. Board of Selectmen [if added]**

1. The chair of the Board of Selectmen shall have direct access to Town Counsel to obtain legal advice, including a request for a written opinion, or to request Town Counsel to attend a meeting of the board. Any member of the Board of Selectmen shall have direct access to Town Counsel to obtain legal advice or request a written opinion. Such requests shall be submitted to Town Counsel with a copy to the Town Manager and the chair of the Board of Selectmen for notification purposes.
2. The chair of the Board of Selectmen shall have direct access to Town Counsel to request advice or assistance in preparation of the agenda for an upcoming meeting or for advice regarding chairing an upcoming meeting. The chair does not need to copy the Town Manager on such inquiries.
3. The chair or vice-chair of the Board of Selectmen shall have direct access prospectively to Town Counsel to request opinions, advice or information concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules governing responses to public records requests. They do not need to copy the Town Manager on such inquiries.
4. All members of the Board of Selectmen requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to copy the Town Manager on such inquiries.

**C. Town Manager and Town Employees**

1. The Town Manager shall have direct access to Town Counsel at all times in relation to her/his duties as Town Manager.



September 8, 2015, Meeting Draft

2. Department heads and division heads are encouraged to set up meetings with Town Counsel during regularly established Town Counsel office hours, via an email to Town Counsel with a cc to the Town Manager.
3. Department heads, division heads and other employees shall have email or phone access to Town Counsel as needed for general advice on issues concerning the operation of their offices, but must copy the Town Manager on the request to Town Counsel. If the request involves generation of a written opinion from Town Counsel, Town Manager shall be notified of that request before the opinion is written.
4. Employees of the Town requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Counsel. They do not need to copy the Town Manager on such inquiries.

**D. Town Meeting Issues**

1. Warrant articles for the Annual Town Meeting or Special Town Meetings sponsored by Town boards, committees, commissions or employees shall be drafted by the Town Counsel's office. Sponsors of warrant article(s), excluding petition articles, shall submit draft wording for articles or general background information that Town Counsel will use to write the article, and send it back to the sponsor for signature before submission to the Board of Selectmen's Office.
2. Sponsors of petition articles for Annual or Special Town Meeting may submit draft articles to Town Counsel for legal review and guidance. Town Counsel will not draft articles for petitioners, but will be available for legal review and guidance. To obtain such legal review, draft petition articles must be submitted to the Board of Selectmen's office at least five days before the January 31 due date for article submission. Staff in the Board of Selectmen's office shall forward the draft petition article to Town Counsel for review.
3. Town Counsel's office will write all motions for all articles for Annual or Special Town Meeting, working with the sponsors of all articles as needed in the judgment of Town Counsel.

**E. Confidentiality of Attorney-Client Communications**

The attorney-client privilege shields from the view of third parties all confidential communications between a client and its attorney undertaken for the purpose of obtaining legal advice. As a matter of policy, the Board of Selectmen hereby requires that the confidentiality of communications between town officials, departments, boards, and committees, and Town Counsel and Special Town Counsel be maintained and preserved. The scope of privileged communications includes communications from Town officials, departments, boards or employees seeking legal advice, as well as opinions and advice received from Town Counsel or Special Town Counsel, whether in formal written opinions, email, in person, or by telephone.

The attorney-client privilege belongs to the Town of Sudbury, acting through its Board of Selectmen. The Board of Selectmen is the chief policy making body of the Town and is responsible, in conjunction with Town Counsel, for managing the legal affairs of the Town. Accordingly, only the Board of Selectmen,

September 8, 2015, Meeting Draft

acting as a Board at a duly noticed meeting, is authorized to waive the attorney-client privilege on behalf of the Town. Should any town official, department, board, or committee believe that it is in the best interests of the Town to waive the attorney-client privilege with respect to any privileged attorney-client communication received from Town Counsel or Special Town Counsel, they should request to discuss the matter with the Board of Selectmen in executive session to obtain a vote by the Board of Selectmen as to whether or not said privileged communication may be released. No town official, department, board or committee is permitted on his or her or its own volition to release any confidential attorney-client communications to third parties or otherwise purport to waive the Town's attorney-client privilege.

DRAFT



### Policy on Access to Town Counsel and Confidentiality of Attorney-Client Communications

It is the intent of this policy to set forth general guidelines and expectations on the accessibility of Town Counsel to Town boards, commissions and committees, and employees, consistent with the Town of Sudbury general bylaws, the Town charter (the Board of Selectmen-Town Manager Act) and state law. It is not the intent of this policy to explicitly or implicitly deny anyone access to Town Counsel but rather to control and monitor accessibility to Town Counsel, thereby understanding and controlling the cost of legal services.

#### I. Boards, commissions and committees of the Town of Sudbury

1. Any member of the Board of Selectmen shall have direct access to the Town Counsel for legal opinions.
2. Any member of a board, commission or committee shall have direct access to Town Counsel to request a written opinion or request Town Counsel to attend a meeting of such board, committee or commission, provided that said member obtains a majority vote of said board, committee or commission at a public meeting authorizing the request of such opinion or meeting attendance. After obtaining a majority vote as set forth in the preceding sentence, said request shall be submitted to Town Counsel with a copy to the Town Manager for notification purposes. Boards, commissions, and committees which meet infrequently (once per month or less often) may vote a standing policy that a member may, on behalf of the board, committee or commission, request a written opinion or request Town Counsel to attend a meeting without having a majority vote first. Such a vote of standing policy must be filed with the Town Counsel and Town Manager's office.
3. Should any member of any Board or Committee request an opinion, that request shall be placed on the next agenda for that Board or Committee.
4. Boards, commissions or committees may vote to authorize one member of the Board, commission or committee to communicate directly with Town Counsel on a specific matter they have explicitly voted for that member to have responsibility for. For example, if the Board of Selectmen have appointed one member of the Board to work on a policy item to be considered by the Board, the Board may include in their designation that this includes the ability to seek an opinion from Town Counsel as part of the work to be undertaken by that Board member. Such vote of the board, commission, or committee must clearly reflect an authorization for the Town Counsel to speak directly with less than a quorum of the board, commission or committee on the specific matter. Such a vote must be filed with the Town Counsel and the Town Manager.
5. The chairs or vice-chairs of all boards, committees and commission shall have direct access to Town Counsel to request advice or assistance in preparation of the agenda for an upcoming meeting or for advice regarding chairing an upcoming meeting. They do not need to copy the Town Manager on such inquiries.

Attachment: Policy on Access to town Counsel and Confidentiality of Attorney 3\_ with seal updated 3-4-15 bh track changes\_MVedits\_NO

6. The chairs or vice-chairs of boards, committees or commissions with the Town shall have direct access to Town Council to request advice or assistance prospectively concerning the **Open Meeting Law** codified at G.L. c. 39, section 23B or to receive guidance with respect to the rules governing responses to public records requests. They do not need to copy the Town Manager on such inquiries.
7. Officers of the Town, including all members of boards, commissions and committee requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

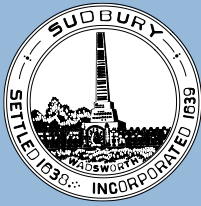
## II. Town Manager and Town Employees

8. The Town Manager shall have direct access to Town Council at all times in relation to her/his duties as Town Manager.
9. Department heads and division heads are encouraged to set up meetings with Town Council during regularly established Town Council office hours, via an email to Town Council with a cc to the Town Manager.
10. Department heads, division heads and other employees shall have email or phone access to Town Council as needed for general advice on issues concerning the operation of their offices, but must copy the Town Manager on the request to Town Council. If the request involves generation of a written opinion from Town Council, Town Manager shall be notified of that request before the opinion is written.
11. Employees of the Town requesting **Ethics Opinions** (Conflict of Interest Law) shall have direct access to Town Council. They do not need to copy the Town Manager on such inquiries.

## III. Town Meeting Issues

12. Warrant articles for the Annual Town Meeting or Special Town Meetings sponsored by Town boards, committees, commissions or employees shall be drafted by the Town Counsel's office. Sponsors of warrant article(s), excluding petition articles, shall submit draft wording for articles or general background information that Town Counsel will use to write the article, and send it back to the sponsor for signature before submission to the Board of Selectmen's Office.
13. Sponsors of petition articles for Annual or Special Town Meeting may submit draft articles to Town Counsel for legal review and guidance. Town Counsel will not draft articles for petitioners, but will be available for legal review and guidance. To obtain such legal review, draft petition articles must be submitted to the Board of Selectmen's office at least five days before the January 31 due date for article submission. Staff in the Board of Selectmen's office shall forward the draft petition article to Town Counsel for review.
14. Town Counsel's office will write all motions for all articles for Annual or Special Town Meeting, working with the sponsors of all articles as needed in the judgment of Town Counsel.

Adopted by the Sudbury Board of Selectmen on February 24, 2015



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**MISCELLANEOUS (UNTIMED)**

**6: Ballot question "pro" and "con" discussion**

REQUESTOR SECTION

Date of request:

Requestor: chairman Brown

Formal Title: Discussion on Ballot question "pro" and "con" wording

Recommendations/Suggested Motion/Vote: Discussion on Ballot question "pro" and "con" wording

Background Information:

See attached documents provided by Chairman Brown

Financial impact expected:n/a

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

**Ballot Question Arguments Pro and Con**  
Application of Chapter 180 of the Acts of 1996 prior to August 20, 2015:

Generally, those proposing a ballot question submit the language in favor of—“pro”—the measure. Town Counsel frequently submits the arguments opposed to—“con”—the measure, particularly arguments opposed to tax overrides, as specified in this legislation.

Specific incidents where arguments were submitted by other proponents or opponents of a measure include:

Ballot Questions 1 and 2 at the March 26, 2012 Town Election in which the Rail Trail Conversion Advisory Committee at the request of the Board of Selectmen provided both the pro and the con language for both ballot questions. (January 31, 2012, Selectmen’s meeting and subsequent e-mail communication.)

Ballot Question 1 at the September 9, 2014, Special Town Election in which Sudbury citizen Robert Stein provided the con language for this ballot question. Selectman O’Brien proposed that Mr. Stein write this language (July 22, 2014).

Ballot Questions 4 and 5 at the May 19, 2015, Special Town Election in which Selectman Leonard Simon and Park and Recreation Commissioner Richard Williamson provided the con language for both these ballot questions. The Board of Selectmen received no notification of this submission.

- 1) From the Act, Section (b): *Said board of selectmen shall designate a date by which written arguments must be received, in a written notice to the principal proponents and opponents. Said notice must be issued at least fourteen days before the date by which the written arguments must be received.*
- 2) From the Act, Section (c): *For the purposes of this act, the principal proponents and opponents of any such question shall be those persons determined by said board of selectmen to be best able to present the arguments for and against such question.*
- 3) From the Act, Section (d): *All arguments filed with said board of selectmen pursuant to this act, and the summary prepared pursuant to subsection (a), shall be open to public inspection at the office of the town clerk of said town...*

**From:** Valente, Maureen ValenteM@sudbury.ma.us   
**Subject:** ballot questions materials  
**Date:** February 2, 2012 at 3:29 PM  
**To:** patbrownian@me.com

Pat, it was good talking to you today and sounds like you have an overall sense now of what we need. I have attached two separate ballot questions which at least two Selectmen have OK'd me sending on to you and the RTCAC. For each of these:

1. The form of the final question and summary will be up to the Board. I hope there is enough here to work from. If clarification can be added to the summary, those suggestions are welcome.
2. The actual pro and con arguments must not exceed 250 words each. That is the argument in support is limited to 250 words, the argument against is limited to 250 words.
3. The pro and con bullet points on question 1 can be ignored. I drafted those mostly to give the Board a sense of how such a ballot question would look. I took them from comment made at the meeting on January 17th.
4. The Board members who responded to me are comfortable with the RTCAC being the clearinghouse and negotiator of what these arguments look like and who you reach out to for the information. I would suggest (obviously) the Friends group, the group that is opposed to the Rail Trail, and the Conservation Commission, at a minimum.
5. As you can see, both are limited to the state owned right of way, simply because we do not have legal access to the CSX portion as we do to the state owned portion.
6. The Board should vote this at their February 14th meeting, so if you can plan on having the draft back to this office by February 10, that is much appreciated. The deadline for getting this finalized to the Town Clerk is Feb 17th for the ballot, as it must be received 35 days before the election.

Let me know if you have questions. I know this is a lot to ask, and both the Board and I appreciate the help of you and the committee.

Requirements for a ballot question, per Town Counsel:

Fair and concise summary of question, including a one sentence statement describing the effect of a yes or no vote, prepared by Town Counsel.

Arguments for and against. No argument shall contain more than 250 words.

**Maureen G. Valente**  
**Town Manager**  
**Town of Sudbury**  
**978-639-3381**  
[www.sudbury.ma.us](http://www.sudbury.ma.us)

*Please note the Secretary of State has determined that emails sent through the Town's email server may be public records.*



Non Binding public  
 opinion adv...stion 1.doc



Non Binding public  
 opinion adv...stion 2.doc

Attachment6.b: ballot questions materials (1471 : Ballot question "pro" and "con" discussion)

**From:** Pat Brown patbrownian@me.com  
**Subject:** [RTCAC] "Pro" and "Con" position statements for rail trail articles  
**Date:** February 1, 2012 at 11:14 AM  
**To:** Board of Selectmen BoardofSelectmen@sudbury.ma.us  
**Cc:** Rail Trail Conversion Advisory Committee RailTrail@sudbury.ma.us, Drobinski John John.Drobinski@erm.com, Haarde Bob rhaarde@comcast.net, O'Brien Larry larry\_obrien@verizon.net

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To the Board of Selectmen:

During the January 31, 2012, Board of Selectmen's meeting last night, you discussed asking the Rail Trail Conversion Advisory Committee to identify citizens who would be able to write informed positions in favor of but more particularly opposed to proposals concerning the rail trail. These proposals will be both a) presented as part of the 2012 Town Warrant as non-binding Resolutions and b) presented as non-binding ballot questions at the March 26 town-wide election.

I will put this question before the RTCAC.

It would be very helpful to have the Selectmen delineate the task parameters--the permissible length of response, the format, the task deadline, and the person to whom the final wording would be delivered. It would also be useful to know when the specific wording of the questions will be available to assist in formulating the response.

Thank you for your consideration in this.

Respectfully submitted,

Pat Brown  
Chair  
Rail Trail Conversion Advisory Committee



From: Pat Brown patbrownian@me.com  
Subject: [RTCAC] Quorum on January 9? Perhaps not... Time Critical Information. Please read ASAP.  
Date: February 2, 2012 at 4:01 PM  
To: Rail Trail Conversion Advisory Committee RailTrail@sudbury.ma.us



Hi, all.

At this point we have two people who could attend a RTCAC meeting on February 9.

No: Pat, Carole, Nancy  
Yes: Bob, Dick

Quorum for the group of nine is five persons--so we could still make it. However, I question the value of holding a meeting on February 9. **If no one insists that a February 9 meeting be held, I will not convene it.** You have till tomorrow noon, February 3, to insist.

I will forward immediately the information on the ballot questions that Town Manager Maureen Valente has sent me. The Executive Summary is there are two proposed ballot questions, each of which requires an Argument for Passage and an Argument in Opposition. We are **not** crafting the wording of the questions themselves and of the Summary.

**The Argument for Passage (one for each question) and the Argument in Opposition (one for each question) are due at the BOS office by 3 pm February 10.** You may deliver the documents either by e-mail or by hard-copy. Arguments are not signed, but identifying information in the accompanying cover letter is strongly recommended.

There is no reason for RTCAC to convene to wordsmith these arguments, so rather than meet on February 9 to approve the minutes, we should work on the arguments in subcommittee. The arguments are not committee documents and so the requirement to post meetings 48 hours in advance or to achieve quorum are not required of these subcommittees.

From our October 24 recommendation to the BOS:

"Argument for Passage" -- Bob Hall, Bridget Hanson, Jennifer Pincus, Nancy Powers, Dick Williamson  
"Argument in Opposition" -- Pat Brown, Madeleine Gelsinon, Carole Wolfe

Please be aware that we are "taking the lead" on this--but that input from other groups (like the Friends, or SCRLS, or other town boards and committees) may form part of the argument.

Sorry for the rush-rush, folks, but I just recently nailed this down. I still haven't heard back from the Selectmen.

Convene your group and get moving. Let me know by tomorrow if you want the February 9 meeting--no news is no meeting. I'll get back to you on scheduling the next RTCAC meeting the week of February 13.

And thanks, team. I appreciate your flexibility and all your efforts.

Pat.

(aka  
Pat Brown  
Chair  
Rail Trail Conversion Advisory Committee)  
=====

The schedule looks like this:

**February 10 -- Material for BOS packets must be at Selectmen's office--this includes opinions pro and con on ballot questions**

February 14 -- BOS meets to approve the ballot questions. Last meeting before February 17.  
February 17 -- 35 days before the March 26 election. All ballot questions including opinions MUST BE ON FILE at the Town Clerk's office. No further rewording.

(And I'm out of town February 6 through 11.)

Attachment6.d: RTCAC Quorum on January 9 Perhaps not Time Critical Information Please read ASAP (1471 : Ballot question "pro" and

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Ninety-six

AN ACT AUTHORIZING THE TOWN OF SUDBURY TO SEND CERTAIN INFORMATION TO REGISTERED VOTERS IN THE TOWN OF SUDBURY.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding the provisions of section twenty-two A of chapter fifty-five of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Sudbury shall, at least seven days before any election at which a question, other than a question on the ballot pursuant to section eighteen A of chapter fifty-three of the General Laws, shall be submitted solely to the voters of said town, cause to be printed and sent to each residence of one or more voters whose name appears on the latest voting list for said town and make available at each polling place [ (1) the full text of such question, (2) a fair and concise summary of such question, including a one sentence statement describing the effect of a yes or no vote, prepared by the town counsel of said town, and (3) arguments for and against such question ] as provided in subsections (b) and (c).

(b) No argument shall contain more than two hundred and fifty words. Said board of selectmen or, at its request, said town counsel shall seek such written arguments from the principal proponents and opponents of each such question. Said board of selectmen shall designate a date by which written arguments must be received, in a written notice to the principal proponents and opponents. Said notice must be issued at least fourteen days before the date by which the written arguments must be received.

(c) For the purposes of this act, the principal proponents and opponents of any such question shall be those persons determined by said board of selectmen to be best able to present the arguments for and against such question. The principal proponents or opponents of such a question may include a town or district officer or committee, and the principal proponents may include the first ten signers or a majority of the first ten signers of any petition initiating the placement of such question on the ballot. In determin-

ing the principal proponents and opponents of such a question, said board of selectmen shall contact each ballot question committee, if any, as defined in section one of chapter fifty-five of the General Laws, organized specifically to influence the outcome of the vote on such question. If no argument is received by said board of selectmen within the time allowed by this act, said town counsel shall prepare such argument.

(d) All arguments filed with said board of selectmen pursuant to this act, and the summary prepared pursuant to subsection (a), shall be open to public inspection at the office of the town clerk of said town, and if the vote affects a district, the arguments and summary shall be open to public inspection at the office of the clerk of each city or town within the jurisdiction of the district.

SECTION 2. This act shall apply where the question presented involves the regional district of which the town of Sudbury is a member or involves a joint undertaking by said town of Sudbury and any one or more cities or towns.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, July 10, 1996.

Passed to be enacted, *[Signature]*, Speaker.

In Senate, July 15, 1996.

Passed to be enacted, *[Signature]*, President.

24 July 1996

Approved, at eleven o'clock and 15 minutes, A. M.

*W. Wampanoag Weld*

Governor.

RECEIVED BOARD OF SELECTMEN SUDBURY, MA Aug 2 12 26 PM '96

Attachment 6.e: Special Act-Ballot Question Infoc 180 of 1996 (1471 : Ballot question "pro" and "con" discussion)

**From:** Barbara Saint Andre bsaintandre@petrinilaw.com  
**Subject:** RE: Supporting documents for "ballot question pro and con wording" and associated questions  
**Date:** August 28, 2015 at 12:38 PM  
**To:** Pat Brown patbrownian@me.com  
**Cc:** Bilodeau, Maryanne bilodeaum@sudbury.ma.us

SB

CONFIDENTIAL NOT A PUBLIC RECORD  
ATTORNEY CLIENT PRIVILEGE/NOT FOR PUBLIC RELEASE

Pat, you have requested an opinion with respect to the provisions of Chapter 180 of the Acts of 1996. In my opinion Chapter 180 applies to a ballot question submitted to the member towns by Minuteman Regional Vocational High School pursuant to G.L. c. 71, §16(n). See Chapter 180 §2 and §1(d).

You have also asked about the timeline for the pro/con arguments.

With respect to the time line, the following provisions apply:

1. At least seven days prior to the election, the required information must be sent to each residence and made available at each polling place.
2. The Board must determine the date on which pro and con statements must be received by it. This should be enough in advance of the election to allow printing, etc. In addition, if no statement is received from the pro and/or con designees by the due date, town counsel must prepare the statement.
3. Board of Selectmen shall either seek pro and con statements from the principal opponents and proponents or request that town counsel do so. A written notice must be sent from the Board of Selectmen to the principal opponents and proponents at least 14 days prior to the date designated for receipt of the statements.

There are no other specific time deadlines in the Act.

We can discuss in more detail on Wednesday.

Barbara J. Saint André  
Petrini & Associates, P.C.  
72 Union Avenue  
Framingham, MA 01702  
Tel. (508) 665-4310  
Fax (508) 665-4313  
[saintandre@petrinilaw.com](mailto:saintandre@petrinilaw.com)

<http://www.petrinilaw.com/>



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IRS CIRCULAR 230 DISCLOSURE: To ensure compliance with the requirements imposed by the IRS, Petrini & Associates, P.C. hereby provides notice to the recipient(s) of this e-mail that any U.S. tax advice herein contained in this communication, including any attachments hereto, is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

---

**From:** Pat Brown [<mailto:patbrownian@me.com>]  
**Sent:** Monday, August 24, 2015 6:13 PM

**To:** Saint André Barbara  
**Cc:** Bilodeau, Maryanne  
**Subject:** Supporting documents for "ballot question pro and con wording" and associated questions

Hi, Barbara,

I hope you had a good time while away. Sorry to drop you back into the grind so soon, but... I can't meet with you on August 26, so I'd like to meet with you **on September 2** during your office hours with several questions and I'm mailing them in early so I don't drop any.

The documents attached below are those I shared with the Board on August 20. The question we had jointly was, "What is the timeline laid out in the legislation to select the supporting/opposing parties, to notify them of the ballot language, to receive draft pro/con arguments, to receive final form pro/con arguments?" An additional question is whether any criteria are specified for those the Board selects to write these opinions, or whether the Board determines this on an ad hoc basis. The legislation is the only document with any force; the other documents are for "precedent" (such as it is, since we haven't been consistent. I'd like to have some predictable process here.)

A side issue arose concerning whether—if the Minuteman School District holds a district-wide election—the Sudbury Selectmen must mail warrants to Sudbury households which include such pro/con arguments. Section 2 seems to imply that we do. I find the document murky on this, so I'm asking for your professional opinion.

Thank you, Barbara. Welcome back (I think). We're glad to have you back, anyway!

Pat

Begin forwarded message:

**From:** Pat Brown <[patbrownian@me.com](mailto:patbrownian@me.com)>  
**Subject:** August 20 BOS meeting -- supporting document for "ballot question pro and con wording"  
**Date:** August 12, 2015 at 3:28:15 PM EDT  
**To:** "Golden, Patricia" <[GoldenP@sudbury.ma.us](mailto:GoldenP@sudbury.ma.us)>

Hi, Patty.

I've attached a (searchable) pdf of the enabling legislation for ballot question wording. This document, unfortunately in un-searchable form, is on the Town Website.

Additionally, I've attached the "Ballot Question Arguments Pro and Con.docx" to provide an outline of what the Board has done in the past to use "outside opinions" on ballot questions.

I've also attached three PDF files of e-mails recording the difficulties we had on the RTCAC getting any kind of definition on what was expected of us in doing this task.

Can I ask that this be included in the packet as supporting material for the agenda item concerning “ballot question pro and con wording” for discussion at the August 20 BOS meeting? All the attachments are mercifully short.

Thanks.

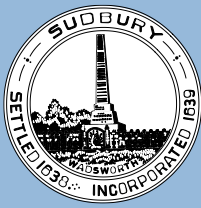
Pat

ExchangeDefender Message Security: [Check Authenticity](#)

## Timeline followed for the Special Election, September 9, 2014

- 1) Board of Selectmen meets July 22, 2014. The Board calls the Special Election for September 9 and places Question 1 on the ballot. Mr. Stein is physically present at that meeting and accepted Selectman O'Brien's request to write the argument of opposition.
- 2) Warrant opens Wednesday, July 23, 2014.
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- 6) Board of Selectmen meets at a special meeting Tuesday, August 12, to approve the warrant.
- 7) Warrant in the hands of voters on or prior to Tuesday, September 2.
- 8) Special election Tuesday, September 9.

Comment: As laid out, the Board follows all the steps and timelines required in the Special Act *except* for supplying Mr. Stein *written* notification on or before July 23, 2014.



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**MISCELLANEOUS (UNTIMED)**

**7: Accept FY16 Town Trust Spending Limits**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Discussion and vote to accept Town Trust spending limit requests for FY16 as per a memo provided by Finance Director/Treasurer-Collector Andrew Vanni, dated 9/3/15. Andrew Vanni will attend.

Recommendations/Suggested Motion/Vote: Discussion and vote to accept Town Trust spending limit requests for FY16 as per a memo provided by Finance Director/Treasurer-Collector Andrew Vanni, dated 9/3/15. Andrew Vanni will attend.

Background Information:  
Attached memo

Financial impact expected:attached

Approximate agenda time requested:

Representative(s) expected to attend meeting: Andrew Vanni, Finance Director

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



## MEMORANDUM

Date: September 2, 2015  
 To: Board of Selectmen  
 From: Andrew Vanni, Treasurer/Collector  
 Subject: FY16 Spending Requests

**Town Trust FY16 Beneficiary Requests for Expenditures:** The following requests are hereby submitted for the Board's consideration.

To be Voted: Acting as Co-Trustees, move to accept that the Board of Selectmen approve the following expenditure limits for the Town Trust Funds for fiscal year 2016.

Trust Fund	Amounts Recommended to Board by Treasurer
Goodnow Library	\$ 25,000
Cheri-Anne Cavanaugh	\$ 2,000
Raymond Scholarship	\$ 1,000
Discretionary	\$ 2,500
September 11 <sup>th</sup> Memorial	\$ 7,500
Perpetual Care	\$ 40,000
Total	\$ 78,000

**Background:**

The spending limits being voted on tonight are for a special segment of resources residing outside the Town's general fund treasury. These trusts along with many other grant, gift and donation funds are grouped together in the "Sudbury Trust" program which was established in 2010.

The Sudbury Trust is a comprehensive charitable donation program sponsored by the Town of Sudbury. The Sudbury Trust invites all concerned citizens and organizations to help sustain vital municipal and educational programs, as well as advance new economic, social, and cultural initiatives in Sudbury (See Sudbury Trust on the Town of Sudbury's website).

Disbursements for the Town Trusts, also commonly referred as "Pooled Investments" Trusts are authorized by trustees to pay for a variety expenses throughout the fiscal year, but not to exceed the annual spending limits set by the Board of Selectmen. You are being asked tonight to set maximum spending limits for FY16. The limits set by the Board of Selectmen and Town Manager may be changed during the year, if necessary by following the same approval process as being considered by you this evening.

I am recommending no increase over last year's requests. It should therefore be noted that there is sufficient expendable balance in all cases to support current spending levels this year. Also, please keep in mind that any spending authorization that remains at the end of a fiscal year ends without any financial or budgetary impact to the trusts.

Respectfully submitted by:



Andrew Vanni

Treasurer/Collector, Co-Trustee for Town Trusts

**From:** Barbara Saint Andre bsaintandre@petrinilaw.com  
**Subject:** RE: Supporting documents for "ballot question pro and con wording" and associated questions  
**Date:** August 28, 2015 at 12:38 PM  
**To:** Pat Brown patbrownian@me.com  
**Cc:** Bilodeau, Maryanne bilodeaum@sudbury.ma.us

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IRS CIRCULAR 230 DISCLOSURE: To ensure compliance with the requirements imposed by the IRS, Petrini & Associates, P.C. hereby provides notice to the recipient(s) of this e-mail that any U.S. tax advice herein contained in this communication, including any attachments hereto, is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

---

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**Cc:** Bilodeau, Maryanne  
**Subject:** Supporting documents for "ballot question pro and con wording" and associated questions

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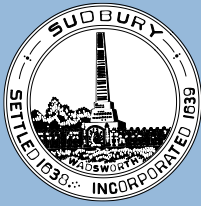
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Comment: As laid out, the Board follows all the steps and timelines required in the Special Act *except* for supplying Mr. Stein *written* notification on or before July 23, 2014.



**MISCELLANEOUS (UNTIMED)**

**8: Melone Property - Revised Scope of Services**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review Melone Property Environmental Data Review - Revised Scope of Services for LSP.

Recommendations/Suggested Motion/Vote: Review Melone Property Environmental Data Review - Revised Scope of Services for LSP.

Background Information:

See attached from Jody Kablack, Director of Planning & Community Development

Financial impact expected:None

Approximate agenda time requested: 10 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

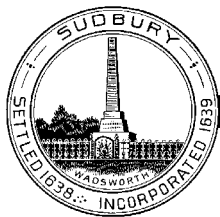
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



# Town of Sudbury

*Planning and Community Development Department*

Jody A. Kablack, Director

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776  
978-639-3387  
Fax: 978-443-0756

<http://www.sudbury.ma.us/services/planning>  
[kablackj@sudbury.ma.us](mailto:kablackj@sudbury.ma.us)

TO: Maryanne Bilodeau, Interim Town Manager  
FROM: Jody Kablack, Director of Planning and Community Development  
RE: Melone Property Environmental Data Review  
DATE: September 1, 2015

Attached please find the revised Request for Qualifications (version 3) for the Board's approval regarding the Melone Property Environmental Data Review. Comments from the Board have been incorporated into this version and tracked for identification. The Sudbury Water District has no comments, and the Board of Health Director concurs with this approach to gaining additional information on the Melone property. Town Counsel has authorized its release.

Once this RFQ is approved, the Board must determine who to send it to. The Board is previously in receipt of a list of engineering firms that the Town of Sudbury has done business with who have LSPs on staff (also attached). This is a good starting point. I would also recommend posting the Notice of RFQ on the Town's website, and sending it to any firms that any Board member knows of that are qualified. I would recommend against advertising this RFQ in the Central Register, as we may be inundated with responses which then must be reviewed and ranked. This is a very specific and small project which does not legally require advertisement in the Central Register, nor warrants it.

Please let me know if you need anything further on this topic.

Attachments



DRAFT

v.3

**TOWN OF SUDBURY, MA**  
**Request for Qualifications**  
**Melone Property Environmental Data Review**  
**September \_\_, 2015**

The Town of Sudbury, through its Town Manager, seeks the services of a Massachusetts Licensed Site Professional (LSP) to complete a review of all existing environmental documentation on the Sperry Rand/Unisys remediation efforts (DEP RTN 3-0435 and former Tier 1A Permit No. 83079).

The Sperry Rand/Unisys property has been under review of the DEP Northeast Regional Office Bureau of Waste Site Cleanup for over 20 years due to discharge of trichloroethylene on the property. A plume has been identified on adjacent and off-site properties. The Melone property is directly adjacent to the original holdings of the Sperry Rand/Unisys property (it has since been subdivided and developed). The Town is considering a reuse of this property. The Sperry Rand/Unisys property is located at 142 North Road, Sudbury, MA and is identified as Assessor Map C11-0300. The Melone property is located east of Sperry Rand/Unisys on North Road, Sudbury, MA and is identified as Assessor Map C12-0100.

The objective of the review will be to assist the Town in understanding, documenting and communicating to its citizenry the following:

- The current regulatory status of the Sperry Rand/Unisys site;
- Likely or known constituents of concern (COCs) that exist on the Sperry Rand/Unisys property, in either soil or groundwater, following its remediation;
- Likely or known constituents of concern (COCs) that may be present on the Melone property, in either soil or groundwater;
- Likely risk-based constraints to future development of the Melone property that may result from the remaining COCs;
- Opinion as to whether sufficient soil and groundwater characterization has been completed on the Melone property to identify risks to potential future users of the property (e.g., residential, open space/recreational, industrial/commercial).
- Identify any gaps in information that would be beneficial for the Town to have in assessing the property for reuse and/or development.

A list of DEP reports on this property is attached.

The deliverable for this project shall be a narrative report to the Sudbury Board of Selectmen describing the above information in layman's terms.

Please provide an electronic copy of your response containing all of the following items:

- Letter of interest, including estimated price proposal. Price proposal should include hourly rates for unexpected or additional work beyond the above scope of services. At least 1 night meeting will be required to present findings.
- The letter of interest should address any deviations or additions recommended to the scope of services noted above in order to provide the expected deliverables.
- The names of personnel expected to be involved, along with a statement of qualifications of personnel, including resumes, registrations and required certifications.

## DRAFT

- A list of projects involving chlorinated volatile organic compounds (CVOCs) completed by the LSP, including a brief description of the project, location, costs and date services provided. Identify projects as completed or underway. Experience with municipal/public involvement projects desirable. Experience with Dense Volatile Organic Compounds required.
- Contact name, phone number and project name for no less than 2 relevant projects.
- Names of any Town officials or employees who are related to any of the partners, officials or directors of the consulting firm working, or others who have any ownership interest in the firm.
- Completed certifications attached to this RFQ.

Responses should be sent to the Planning and Community Development Office, 278 Old Sudbury Road, Sudbury, MA 01776, by \_\_\_\_\_ at 2:00 p.m. Questions about this RFQ can be emailed to [pcd@sudbury.ma.us](mailto:pcd@sudbury.ma.us).

## Attachments

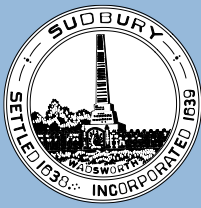
**Licensed Site Professionals**

DEP list of active LSPs:

[http://public.dep.state.ma.us/LSP\\_2/LSPResults.aspx?LicenseStatus=ACTIVE](http://public.dep.state.ma.us/LSP_2/LSPResults.aspx?LicenseStatus=ACTIVE)

Firms the Town of Sudbury has done business with who have LSPs on staff:

Weston & Sampson Engineers	5 Centennial Drive Peabody, MA 01960-7985	(978) 532-1900
Woodard & Curran	980 Washington Street Dedham, MA 02026-	(781) 251-0200
VHB	10 Dorrance Street Providence, RI 02903-	(508) 641-3633
Tetra Tech Rizzo	1 Grant Street Framingham, MA 01701-9005	(508) 903-2362
Beals and Thomas, Inc.	144 Turnpike Road Southborough, MA 01772	(508) 366-0560
EcoTec, Inc.	102 Grove Street Worcester, MA 01605-2629	(508) 752-9666
Fay, Spofford & Thorndike, Inc	5 Burlington Woods Dr Burlington, MA 01803	(781) 221-1276
Horsley Witten Group, Inc.	90 Route 6A Sandwich, MA 02563	(508) 833-6600



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**MISCELLANEOUS (UNTIMED)**

**9: Codes of Conduct and Ethics**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Review and possibly vote changes to the Codes of Conduct and Ethics for all Town board and committee members, including Board of Selectmen

Recommendations/Suggested Motion/Vote: Review and possibly vote changes to the Codes of Conduct and Ethics for Town board and committee members, including Board of Selectmen

Background Information:

Attached (1) code of conduct for boards and committees, and (2) a draft code of conduct for Board of Selectmen which was never approved.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



## Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

**A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.**

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.
9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Make decisions only after all facts on a question have been presented and discussed.
12. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
13. Treat with respect and courtesy all members of the Committee despite differences of opinion.
14. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
15. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
16. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
17. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009.

*Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.*

## Town of Sudbury



### Code of Conduct of the Board of Selectmen

1. **A member of the Board of Selectmen, in relation to his or her community should:**
  - a. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
  - b. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
  - c. Be well informed concerning the duties of a Board member on both local and state levels.
  - d. Remember that he or she represents the entire community at all times.
  - e. Accept the role of a member is a means of unselfish service, not to benefit personally or politically from his or her Board activities.
  - f. Abide by the ethics guidelines established by the State and not use the position of Selectmen to obtain inside information on matters that may benefit someone personally.
  
2. **A member of the Board of Selectmen, in his or her relations with the Town Manager, should:**
  - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
  - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - c. Give the Town Manager full responsibility for discharging his or her disposition and solution.
  - d. Not give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Manager.
  
3. **A member of the Board of Selectmen, in his or her relations with fellow Board members, should:**
  - a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
  - b. Not make statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
  - c. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
  - d. Make decisions only after all facts on a question have been presented and discussed.
  - e. Refrain from communicating the position of the Board of Selectmen to such entities as reporters or state officials unless the full Board has previously agreed on both the position and the language of the statement conveying the statement.
  - f. Treat with respect the rights of all members of the Board despite differences of opinion.

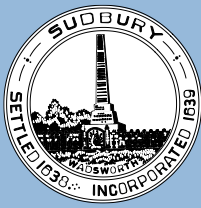
## Town of Sudbury



4. **A member of the Board of Selectmen, in his or her relations with Town staff, should:**
- a. Treat all staff as professionals, with clear, honest communication that respects the abilities, experience, and dignity of each individual.
  - b. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Counsel, Assistant Town Manager, Administrative Assistant to the Board of Selectmen, or Department heads. The office of the Town Manager should be copied on all requests or correspondence.
  - c. Never publicly criticize an individual employee. Concerns about staff performance should only be made to the Town Manager through private conversation.
  - d. Limit requests for staff support, and insure that all requests go through the Town Manager's office.
  - e. Insure that any materials or information provided to a Selectmen from a staff member be made available to all Selectmen.

*First adopted by the Board of Selectmen May 10, 2000*

*Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities. It has subsequently been adapted and updated by the Sudbury Board of Selectmen.*



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**MISCELLANEOUS (UNTIMED)**

**10: Discuss future agenda items**

REQUESTOR SECTION

Date of request:

Requestor: Chairman Brown

Formal Title: Discuss future agenda items

Recommendations/Suggested Motion/Vote: Discuss future agenda items

Background Information:

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

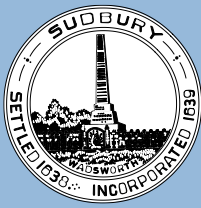
MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**11: Minutes approval**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to approve the Regular Session Minutes of 8/20/15.

Recommendations/Suggested Motion/Vote: Vote to approve the Regular Session Minutes of 8/20/15.

Background Information:  
attached

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

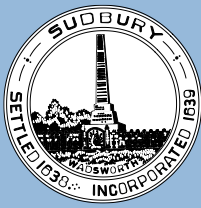
Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:





SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**12: Fieldhouse 5K**

REQUESTOR SECTION

Date of request:

Requestor: Eliza Duddy, The Fieldhouse

Formal Title: Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the “The Fieldhouse 5K/10K for Accelerated Cure Project for MS” Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: Vote to Grant a Special Permit to the Fieldhouse Sudbury, to Hold the “The Fieldhouse 5K/10K for Accelerated Cure Project for MS” Walk/Run on Saturday November 14, 2015, from 8:30 A.M. through approximately 11:30 A.M., subject to Police Department safety requirements, Proof of Insurance Coverage and the assurance that any litter will be removed at the race’s conclusion.

Background Information:  
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Leila S. Frank	Pending
Patty Golden	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board’s action taken:

Follow-up actions required:

- Requestor:



TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 AUG 11 P 1:01

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Board of Selectmen prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name FIELDHOUSE

Event Name FIELDHOUSE 5K/10K for Accelerated Cure Project for MS

Organization Address 31 Union Ave 01776

Name of contact person in charge Eliza Duddy

Telephone Number [REDACTED]

Email address [REDACTED]

Date of event 11-14-2015 Rain Date \_\_\_\_\_

Starting time 8:30am Ending time 11:30am

Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) Attached

Anticipated number of participants 250-300

Assembly area (enclose written permission of owner if private property to be used for assembly) \_\_\_\_\_  
Curtis Middle School

Organization that proceeds will go to Accelerated Cure Project for Multiple Sclerosis

Any other important information \_\_\_\_\_

The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.

Signature of Applicant [Signature] Date 8-10-15



# TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

## CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

### Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Board of Selectmen  
278 Old Sudbury Rd.  
Sudbury, MA 01776  
Fax: 978-443-0756  
Email: [BOSSadmin@sudbury.ma.us](mailto:BOSSadmin@sudbury.ma.us)

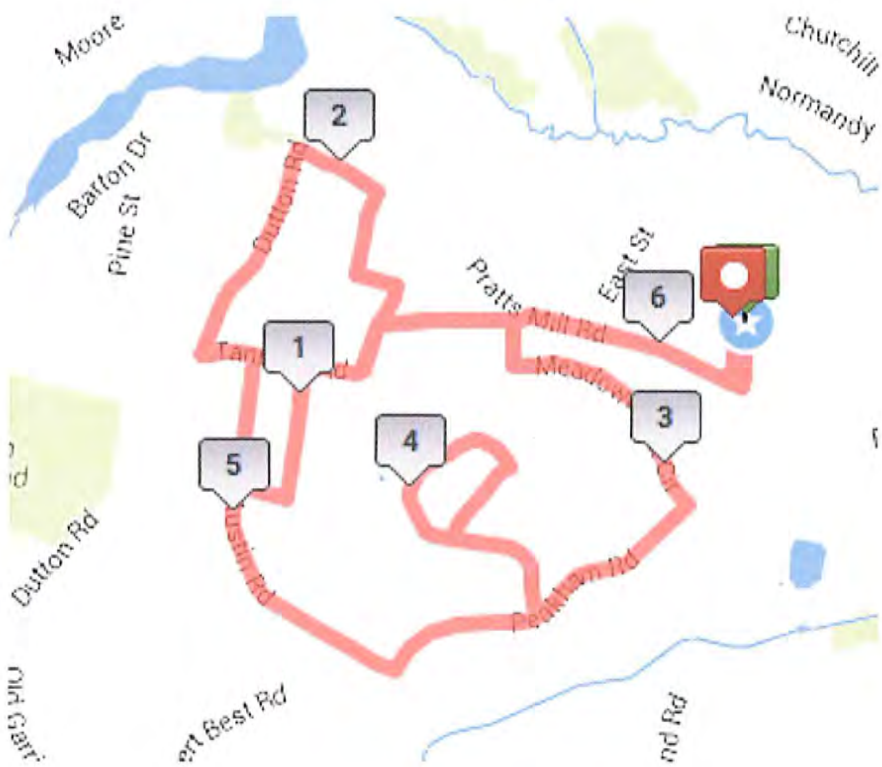
-----**FOR INTERNAL USE ONLY**-----

Application received in Selectmen's office by \_\_\_\_\_ Date \_\_\_\_\_

Recommendation and requirements of Sudbury Chief of Police: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Police Chief \_\_\_\_\_ Date \_\_\_\_\_



## 5k route:

Right out of Curtis onto Pratt's Mill  
Left onto Willow  
Left onto Hemlock  
Right onto Tanbark  
Left onto Kendall  
Right onto Hobart  
Right onto Austin  
Left onto Tanbark  
Right onto Dutton  
Right onto Magnolia  
Right onto Linden  
Left onto Poplar  
Left onto Hemlock  
Left onto Willow  
Right onto Pratt's Mill back to Curtis

## 10k route:

Right out of Curtis onto Pratt's Mill  
Left onto Willow  
Left onto Hemlock  
Right onto Tanbark  
Left onto Kendall  
Right onto Hobart  
Right onto Austin  
Left onto Tanbark  
Right onto Dutton  
Right onto Magnolia  
Right onto Linden  
Left onto Poplar  
Left onto Hemlock  
Left onto Willow  
SPLIT FROM 5k  
Left onto Meadowbrook  
Right onto Peakham  
Right onto Fox Run  
Right onto Peakham  
Right onto Austin  
Right onto Hobart  
Left onto Kendall  
Right onto Tanbark  
Left onto Hemlock  
Right onto Willow  
Right onto Pratt's Mill back to Curtis



## Fieldhouse 5K/10K Department Feedback

November 14, 2015

### Fire Department

From: Miles, William

Sent: Tuesday, August 11, 2015 4:09 PM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

---

### Highway Department Approval:

From: Place, Bill

Sent: Wednesday, August 12, 2015 7:00 AM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

---

### Park & Recreation Approval:

From: McShea, Nancy

Sent: Tuesday, August 11, 2015 2:04 PM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

---

### Police Department Approval:

From: Nix, Scott

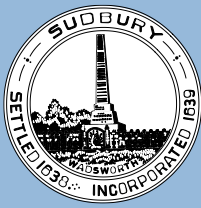
Sent: Monday, August 17, 2015 11:18 AM

Subject: **ACCEPTED**: Fieldhouse 5K/10K for MS

When: Saturday, November 14, 2015 8:30 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).

**This is a much safer route than the previous route running from the Field House.**

Attachment12.b: 2015 Fieldhouse 5K\_10K Approvals (1444 : Fieldhouse 5K)



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**13: Positive Spin for ALS**

REQUESTOR SECTION

Date of request:

Requestor: Myke Farricker, Co-Chair of the 2015 Positive Spin for ALS Bike Ride Committee

Formal Title: Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Positive Spin for ALS” bike ride on Sunday, September 27, 2015, from 7:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: *Vote to grant a special permit to Myke Farricker, Committee Co-Chair, to hold a “Positive Spin for ALS” bike ride on Sunday, September 27, 2015, from 7:00 a.m. through approximately 4:00 p.m., following the same route as in previous years, subject to Police Dept. safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.*

Background Information:  
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Leila S. Frank	Pending
Patty Golden	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board’s action taken:

Follow-up actions required:





## TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT ON A PUBLIC WAY

Written permission to conduct a fundraising walk or relay race in any public street, public sidewalk or public way within the Town must be obtained from the Board of Selectmen prior to the event. The Chief of Police will determine the appropriate public safety requirements for this event and the cost of such special duty officers, if any required, will be borne by the applicant. The Town of Sudbury requires a Certificate of Insurance of no less than \$1,000,000, naming the Town as an additional insured. All cleanup from the event will be completed by the applicant within 8 hours after the stated ending time or applicant will be billed for the Town's cost to clean up. Application processing can take up to four weeks as approval from the Police, Building and Park & Recreation departments may be required prior to Board of Selectmen approval. Processing begins after all required materials are received, so please plan accordingly.

Organization Name Positive Spin for ALS Bike Ride, aka Ride to Defeat ALS  
 Event Name Ride to Defeat ALS  
 Organization Address 524 Boston Post Road, Wayland, MA 01778  
 Name of contact person in charge Myke Farricker  
 Telephone Number(s) of contact \_\_\_\_\_ (cell) \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Date of event Sunday, 9/27/15 Rain Date \_\_\_\_\_  
 Starting time 7 am Ending time 4 pm  
 Route of the race/relay and portion of the road requested to be used (please indicate on map and attach to this application) Certificate of Insurance, Map, and cue sheets for 4 routes attached  
 Anticipated number of participants 150  
 Assembly area (enclose written permission of owner if private property to be used for assembly) The Longfellow Clubs - 524 Boston Post Road, Wayland, MA  
 Organization that proceeds will go to Mass Chapter of National ALS Organization  
 Any other important information \_\_\_\_\_

*The undersigned applicant agrees that the applicant and event participants will conform to applicable laws, by-laws and regulations as well as any special requirement that may be made as a condition of the granting of permission pursuant to this application. I/we agree to hold the Town of Sudbury harmless from any and all liability and will defend the Town of Sudbury in connection therewith.*

Signature of Applicant

Myke Farricker

Date

8-24-15



### TOWN OF SUDBURY

Office of Selectmen  
www.sudbury.ma.us

Flynn Building  
278 Old Sudbury Rd  
Sudbury, MA 01776-1843  
978-639-3381  
Fax: 978-443-0756

Email: [selectmen@sudbury.ma.us](mailto:selectmen@sudbury.ma.us)

### CONTINUED: APPLICATION FOR A CHARITABLE WALK/RELAY PERMIT...

Application Checklist:

- Application Form
- Map of Route
- Evidence of Certificate of Insurance (please see details above)

Please submit completed application and materials to:

Board of Selectmen  
278 Old Sudbury Rd.  
Sudbury, MA 01776

Fax: 978-443-0756

Email: [BOSadmin@sudbury.ma.us](mailto:BOSadmin@sudbury.ma.us)

-----**FOR INTERNAL USE ONLY**-----

Application received in Selectmen's office by \_\_\_\_\_ Date \_\_\_\_\_

Recommendation and requirements of Sudbury Chief of Police: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Police Chief \_\_\_\_\_ Date \_\_\_\_\_



# THE LONGFELLOW CLUBS

August 24, 2015

To Whom It May Concern:

The 2015 Positive Spin for ALS Bike Ride, aka the Ride to Defeat ALS, has my permission to hold its event on our premises at The Longfellow Club, 524 Boston Post Road, Wayland, MA 01778 on Sunday, September 27<sup>th</sup>.

Sincerely,

A handwritten signature in cursive script that reads "Myke Farricker".

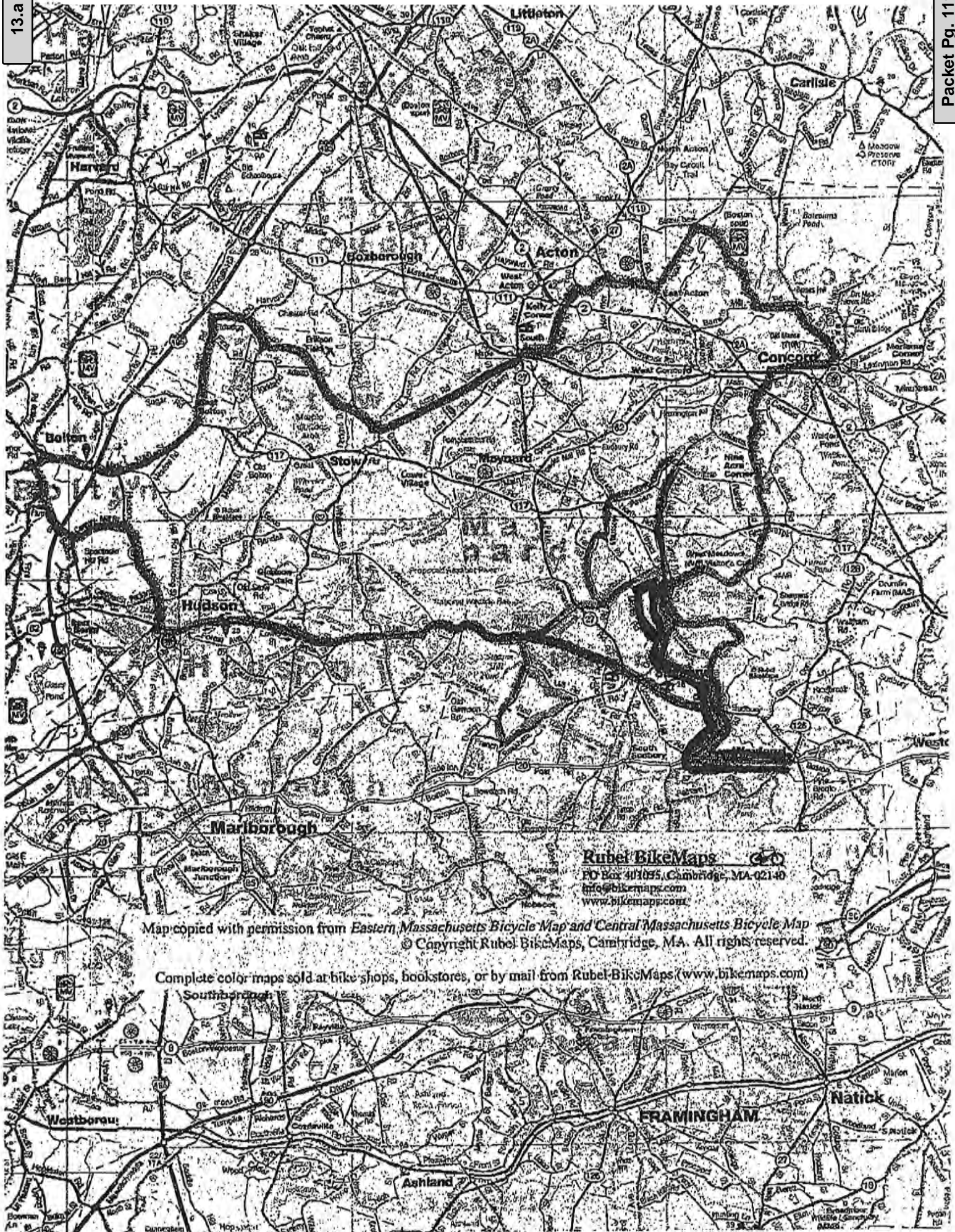
Myke Farricker  
Co-Owner, The Longfellow Clubs  
524 Boston Post Road  
Wayland, MA 01778  
Cell 508-320-1102  
mykefarricker@gmail.com

**The Longfellow Club**  
524 Boston Post Road  
Wayland, MA 01778  
(508) 358-7355

**Longfellow Sports Club**  
203 Oak Street  
Natick, MA 01760  
(508) 653-4633

**The Racquet Club**  
16 Michigan Drive  
Natick, MA 01760  
(508) 653-4606

**Longfellow Health Center**  
524 Boston Post Road  
Wayland, MA 01778  
(508) 358-4900



**Rubel BikeMaps**   
 PO Box 41095, Cambridge, MA 02140  
 info@bikemaps.com  
 www.bikemaps.com

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Complete color maps sold at bike shops, bookstores, or by mail from Rubel BikeMaps ([www.bikemaps.com](http://www.bikemaps.com))

**From:** Myke Farricker  
**Sent:** Sunday, August 23, 2015 6:01 PM  
**To:** Frank, Leila <FrankL@sudbury.ma.us>  
**Subject:** Permit Request for 2015 Positive Spin for ALS Bike Fundraiser, Sunday September 27th

Leila - As we did last year and previous years, I'm writing to request a permit for this year's 2015 Positive Spin for ALS bike ride to raise money for research and patient care for those afflicted with ALS, or Lou Gehrig's disease. Over the 15 years of our ride we've raised over \$1.5 million in donations.

Here is the info for the ride - it will take place on Sunday, September 27th. Our ride is sponsored again this year by the Massachusetts Chapter of the National ALS Association. It begins and ends at The Longfellow Club in Wayland, with starting times of 7:00 a.m.(65 miles), 9:00 am (50 miles), 10:00 am (25 miles), and 11:00 am (10 miles). The ride routes are the same as last year. I've attached cue sheets for all of the rides, as well as a copy of the Certificate of Insurance for the Town of Sudbury.

We will be putting up signs again this year as we have done in all the past years. We will be putting the signs up the day before the ride, Saturday, September 26th, and we will take all the signs down at the end of the day of the ride, Sunday, September 27th.

Thank you for your help again this year and in the previous years. I apologize for the lateness in getting you this request. Please let me know if you need anything else from me, and if I need to send this permit request to anyone else in the Town of Sudbury government. Thank you.

Take care,

Myke Farricker  
 Co-Chair of the 2015 Positive Spin for ALS Bike Ride Committee

Myke Farricker  
 General Manager  
 The Longfellow Clubs  
 Wayland & Natick, MA



The Longfellow Clubs - awarded "**Top Places to Work in Massachusetts**" by the Boston Globe in 2012

The Longfellow Clubs - Recipient of the **Outstanding Community Service Award** at the 2011 International Health and Racquet Sports Association's Annual Convention

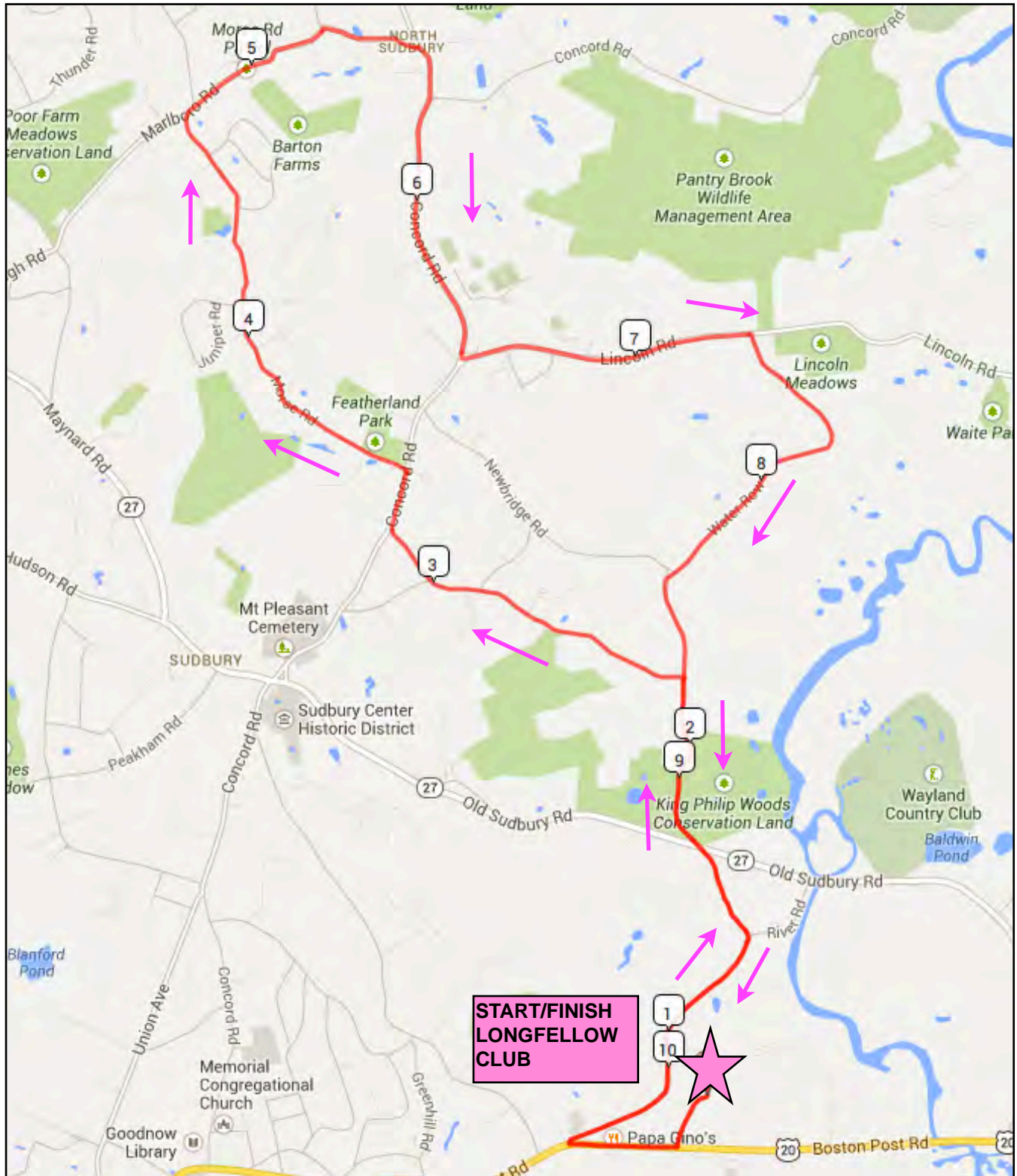
[www.longfellowclubs.com](http://www.longfellowclubs.com)

Find us on FaceBook: [www.facebook.com/Longfellowclubs](https://www.facebook.com/Longfellowclubs)





**10 Mile Family Ride**  
 Sunday, September 29, 2013 | 10:30AM  
 10 Mile participants follow PINK markers



Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)

**EMERGENCIES: CALL 911**  
**Event Headquarters & SAG support: 781-234-4028**

The ALS Association Massachusetts Chapter  
2013 Ride to Defeat ALS

DIST	CUE	DIST TO NEXT CUE
0.0	► Start of route	
0.2	→ R onto US-20 W/Boston Post Rd	
0.5	→ R onto Old County Rd	
0.8	↑ Continue onto River Rd	
1.4	← L onto Water Row. CAUTION: Oncoming traffic has R of Way	
1.6	↑ CAUTION: Crossing Route 27. Slight L to continue on Water Row	
2.2	← L onto Plympton Rd	
3.2	→ R onto Concord Rd	
3.4	← L onto Morse Rd	
4.8	→ R onto Marlboro Rd	
5.2	→ R onto Haynes Rd	
5.5	→ R onto Pantry Rd	
5.7	↑ Continue onto Concord Rd	
6.5	← L at Lincoln Rd	
7.3	→ R onto Water Row	
9.2	↑ CAUTION: Crossing Route 27. Slight L to continue on Water Row	
9.5	→ Slight R onto River Rd	
10.1	↑ Continue onto Old County Rd	
10.4	← L onto US-20 E/Boston Post Rd	
10.7	← L onto Minuteman Dr	
10.9	► End of route	



**10 Mile Family Ride**  
Sunday, September 29, 2013 | 10:30AM  
10 Mile participants follow **PINK** markers

### Rules of the Road

- > Follow traffic laws. They apply to cyclists, too!
- > Keep your helmet on while riding.
- > No headphones. It is illegal to ride with headphones in the State of Massachusetts
- > No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- > If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders.
- > Call out hazards to warn cyclists around you. Repeat hazard warnings to those behind you.
- > Avoid collisions. Call out "slowing" or "stopping" to warn riders behind you.

**EMERGENCIES: CALL 911**

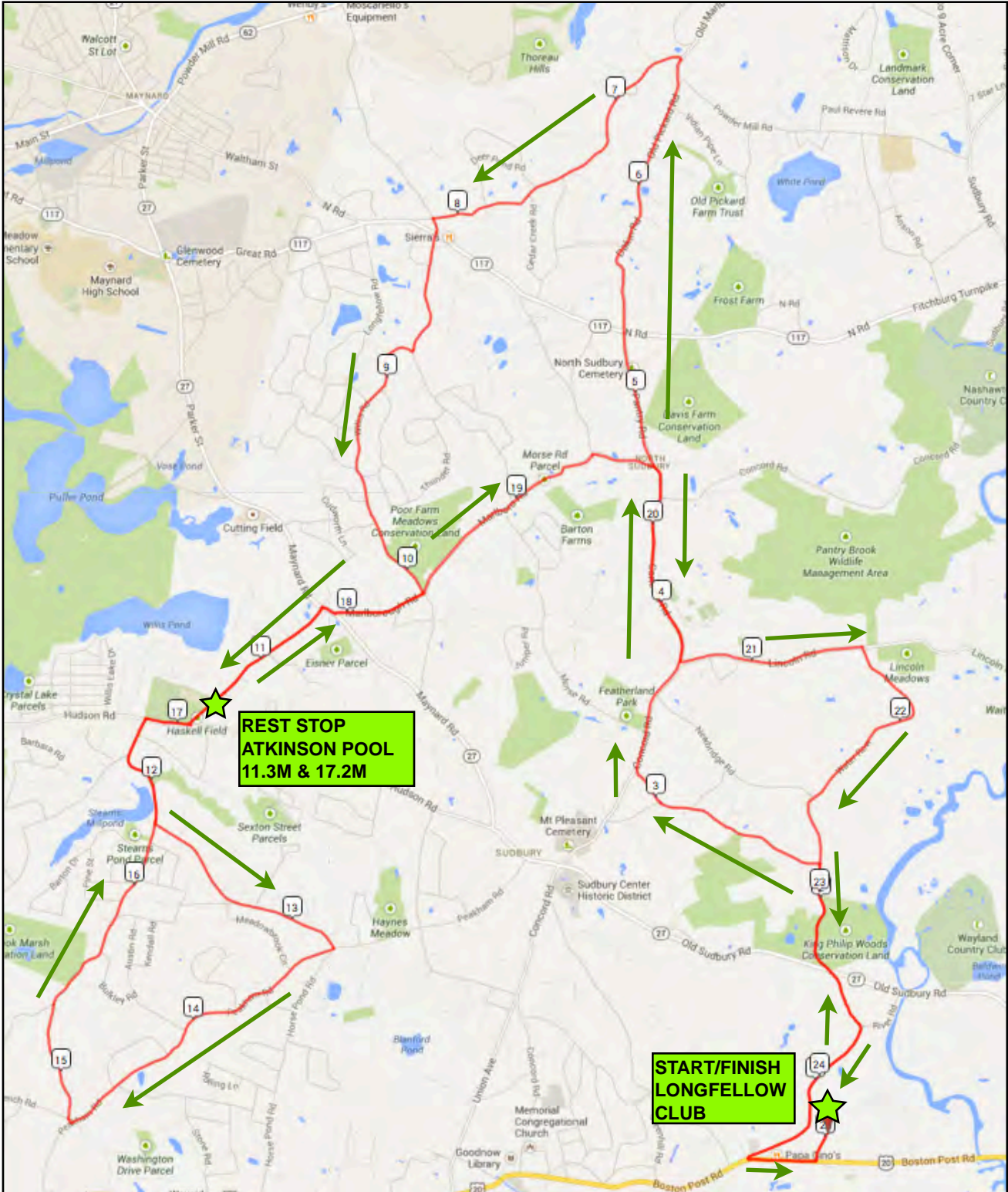
**Event Headquarters & SAG support: 781-234-4028**

Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)





**25 Mile Ride**  
Sunday, September 29, 2013 | 9:30AM  
25 Mile participants follow **GREEN** markers



Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)

**EMERGENCIES: CALL 911**  
**Event Headquarters & SAG support: 781-234-4028**

DIST	CUE	DIST TO NEXT CUE
0.0	► Start of route	0.2
0.2	→ R onto US-20 W/Boston Post Rd	0.3
0.5	→ R onto Old County Rd	0.3
0.8	↑ Continue onto River Rd	0.5
1.4	← Bear L onto Water Row. CAUTION: Oncoming Traffic has R of Way.	0.3
1.7	↑ CAUTION: Crossing RT 27. Slight L to continue on Water Row.	0.5
2.2	← L onto Plympton Rd	1.1
3.3	→ R onto Concord Rd	0.1
3.4	↑ Continue Straight on Concord for 25 Mile Route.	0.4
3.8	← Bear L to continue on Concord Rd	0.9
4.7	↑ Continue Straight. Concord Rd becomes Pantry Rd	0.7
5.3	↑ Continue Straight. Pantry Rd becomes Dakin Rd at RT 117	0.7
6.0	↑ Continue Straight. Dakin Rd becomes Old Pickard Rd	0.7
6.7	← Sharp L onto Old Marlboro Rd	0.8
7.5	↑ Continue Straight. Old Marlboro Rd becomes Powers Rd	0.7
8.2	← L onto Powder Mill Rd	0.1
8.2	↑ Continue Straight. Powder Mill Rd becomes Mossman Rd at RT 117.	0.6
8.8	→ R onto Willis Rd	1.4
10.2	→ R onto Marlboro Rd	0.4
10.6	→ R onto MA-27 N/Maynard Rd	0.1
10.7	← L onto Fairbank Rd	0.7
11.3	☁ REST STOP @ Atkinson Pool. Open 7:45am - 12pm	0.2
11.5	→ R onto Hudson Rd	0.2
11.7	← L onto Dutton Rd for 25 Mile Route	0.6
12.3	← L onto Pratts Mill Rd	1.0
13.3	→ Sharp R onto Peakham Rd	1.5
14.8	→ R onto French Rd. CAUTION: Short distance until next turn!	0.0
14.8	→ R onto Old Garrison Rd	0.6
15.4	↑ Continue Straight. Old Garrison Rd becomes Dutton Rd	1.5
16.9	→ R onto Hudson Rd for 25 Mile Route	0.2
17.1	← L onto Fairbank Rd	0.2
17.3	☁ REST STOP @ Atkinson Pool. Open 7:45am - 12pm	0.7
18.0	→ R onto MA-27 S/Maynard Rd. CAUTION: Short distance until next turn!	0.1
18.0	← L onto Marlboro Rd	0.4
18.4	↑ Continue Straight to stay on Marlboro Rd	0.6
19.0	← Slight L to stay on Marlboro Rd/Marlborough Rd	0.5
19.5	→ R onto Haynes Rd	0.3
19.8	→ R onto Pantry Rd	0.2
19.9	↑ Continue onto Concord Rd	0.8
20.7	← L onto Lincoln Rd. CAUTION: Oncoming Traffic has R of Way	0.9
21.6	→ R onto Water Row	1.9
23.5	↑ CAUTION: Crossing RT 27. Slight L to continue on Water Row	0.3
23.8	→ Slight R onto River Rd	0.5
24.3	↑ Continue Straight. River Rd becomes Old County Rd	0.3
24.6	← L onto US-20 E/Boston Post Rd	0.3
24.9	← L onto Minuteman Dr.	0.2
25.1	► End of route	0.0

**Rules of the Road**

- > Follow traffic laws. They apply to cyclists, too!
- > Keep your helmet on while riding.
- > No headphones. It is illegal to ride with headphones in the State of Massachusetts
- > No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- > If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders.
- > Call out hazards to warn cyclists around you. Repeat hazard warnings to those behind you.
- > Avoid collisions. Call out "slowing" or "stopping" to warn riders behind you.



**25 Mile Ride**

Sunday, September 29, 2013 | 9:30AM  
25 Mile participants follow GREEN markers

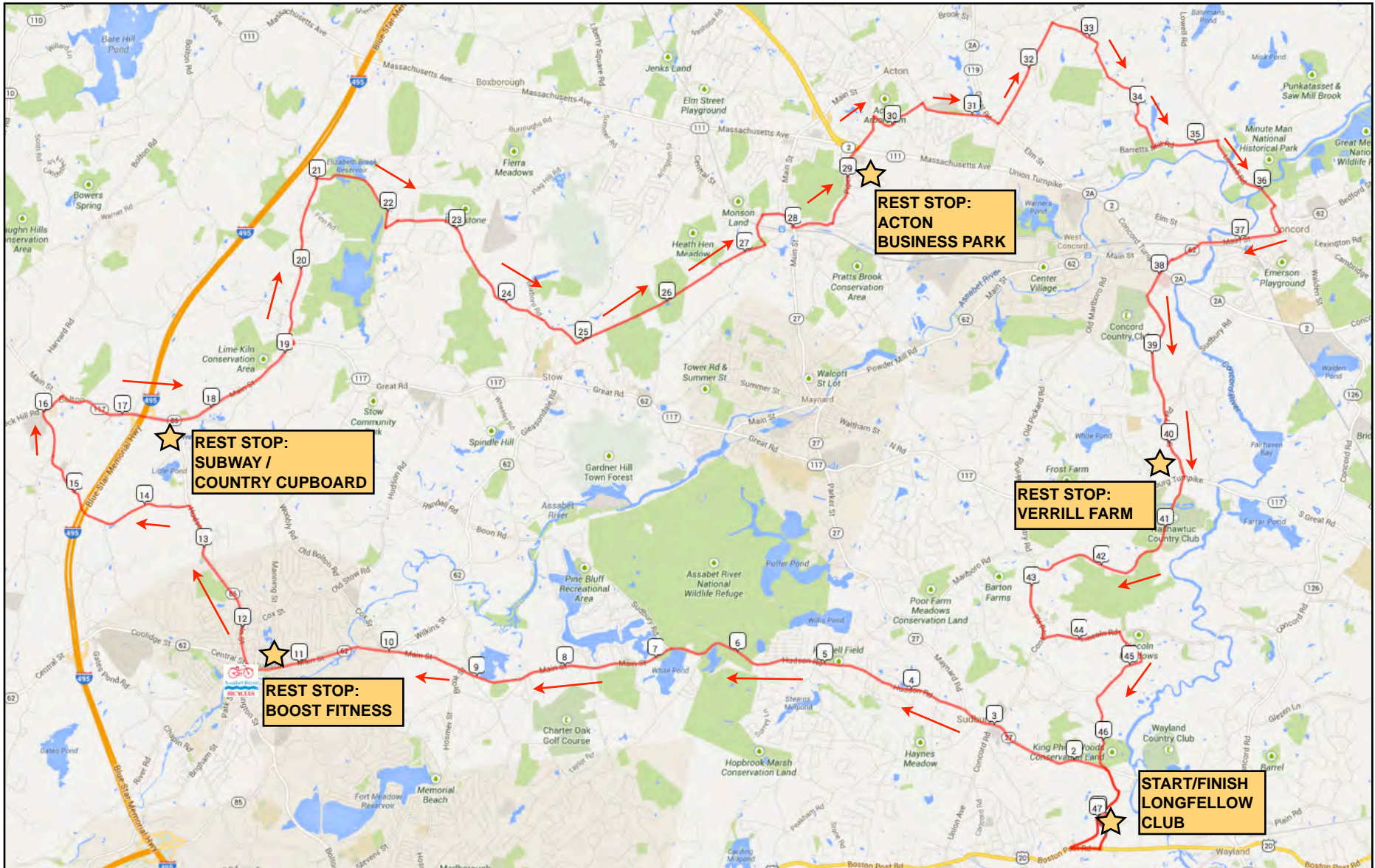
**EMERGENCIES: CALL 911**  
**Event Headquarters & SA support: 781-234-4028**

Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)



**50 Mile Ride**  
 Sunday, September 29, 2013 | 8:00AM  
 50 Mile participants follow **ORANGE** markers

**EMERGENCIES: CALL 911**  
**Event Headquarters & SAG**  
**support: 781-234-4028**



Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)



The ALS Association Massachusetts Chapter  
2013 Ride to Defeat ALS

**50 Mile Ride**

Sunday, September 29, 2013 | 8:00AM  
50 Mile participants follow **ORANGE** markers

DIST	CUE	DIST TO NEXT CUE
0.0	Start of route	0.2
0.2	→ R onto US-20 W/Boston Post Rd	0.3
0.5	→ R onto Old County Rd	0.3
0.8	↑ Continue onto River Rd	0.5
1.4	← L onto Water Row. CAUTION: Oncoming traffic has R of Way	0.3
1.7	← L onto MA-27 N/Old Sudbury Rd. CAUTION: 50 MILE ROUTE STAYS ON RT 27	1.4
3.1	↑ Continue Straight. Old Sudbury Rd becomes Hudson Rd	0.4
3.5	↑ CAUTION: 50 MILE ROUTE CONTINUES STRAIGHT AS RT 27 GOES TO THE RIGHT.	3.1
6.5	↑ Continue Straight. Hudson Rd becomes Sudbury Rd	0.4
6.9	← L onto State Rd	0.3
7.2	↑ Continue Straight. State Rd becomes Main St	3.9
11.1	☺ REST STOP @ Boost Fitness. Open 8:45am - 10:30am.	0.5
11.6	🚲 Assabet River Bicycles.	0.1
11.6	↑ At the traffic circle, continue straight onto MA-62 W/MA-85 N/Main St	0.1
11.8	→ Bear R onto MA-85 N/Lincoln St	1.4
13.1	↑ Continue Straight. Lincoln St. becomes Hudson Rd	0.5
13.7	← L onto Century Mill Rd/Mill Rd	1.0
14.7	↑ Continue Straight. Mill Rd becomes S Bolton Rd	1.1
15.7	↑ Continue Straight. S Bolton Rd becomes Berlin Rd	0.5
16.2	→ R onto Wattaquodock Hill Rd	0.3
16.5	→ R on Main St/RT 117	1.1
17.6	☺ REST STOP @ Subway Restaurant / Country Cupboard. Open 9:30am - 11:30am	1.7
19.4	← L onto East End Rd	0.7
20.0	↑ Continue Straight. East End Rd becomes Stow Rd	1.2
21.2	→ R onto Eldridge Rd	0.7
21.9	↑ Continue Straight. Eldridge Rd becomes Taylor Rd	0.3
22.2	↑ Straight onto Garner Rd	0.2
22.4	← L onto No Name Rd	0.2
22.5	→ R onto Taylor Rd	2.1
24.7	↑ Continue straight onto Boxboro Rd	0.5
25.1	← L onto S Acton Rd. CAUTION: Cross W Acton Rd	1.7
26.8	↑ Continue Straight. S Acton Rd becomes Stow St	0.7
27.5	← L onto Martin St	0.4
27.8	→ R onto Central St	0.3
28.1	→ Slight R onto MA-27 S/Main St. CAUTION: Short distance until next turn!	0.1
28.2	← L onto School St	0.5

DIST	CUE	DIST TO NEXT CUE
28.7	← L onto Piper Rd	0.8
29.4	☺ REST STOP @ Acton Business Park. Open 10:00am - 1:00pm.	0.2
29.6	↑ Cross Massachusetts Ave and continue onto Taylor Rd	0.4
30.0	→ R onto Minot Ave	0.7
30.7	→ R onto Concord Rd	0.0
30.7	← CAUTION: Bear L to stay on Concord Rd	0.7
31.4	→ R onto MA-119 E/Massachusetts 2A E/Great Rd. CAUTION: Busy road	0.2
31.6	← L onto Pope Rd	1.2
32.9	→ R onto Strawberry Hill Rd	1.9
34.8	← L onto Barretts Mill Rd	0.7
35.5	→ R onto Lowell Rd	1.0
36.5	→ R onto Keyes Rd	0.4
36.8	→ R onto MA-62 W/Main St	1.3
38.1	← L onto Old Road to 9 Acre Corner. CAUTION: Merging Traffic.	0.1
38.2	↑ Continue Straight. Cross Route 2	1.8
40.0	→ R onto Sudbury Rd	0.4
40.4	☺ REST STOP @ Verrill Farm. R onto Wheeler Rd. Open 10:30am - 2:00pm.	0.3
40.7	↑ Continue Straight, crossing Route 117	0.5
41.1	↑ Continue straight, Sudbury Rd becomes Concord Rd	2.0
43.1	← L to stay on Concord Rd	0.8
43.9	← L onto Lincoln Rd	0.8
44.8	→ R onto Water Row	1.9
46.6	↑ CAUTION: Crossing Route 27. Slight L to continue on Water Row	0.3
46.9	→ Slight R onto River Rd	0.5
47.5	↑ River Rd becomes Old County Rd	0.3
47.8	← L onto US-20 E/Boston Post Rd	0.3
48.1	← L onto Minuteman Dr	0.2
48.3	▢ End of route	0.0

**EMERGENCIES: CALL 911**

**Event Headquarters & SAG support: 781-234-4028**

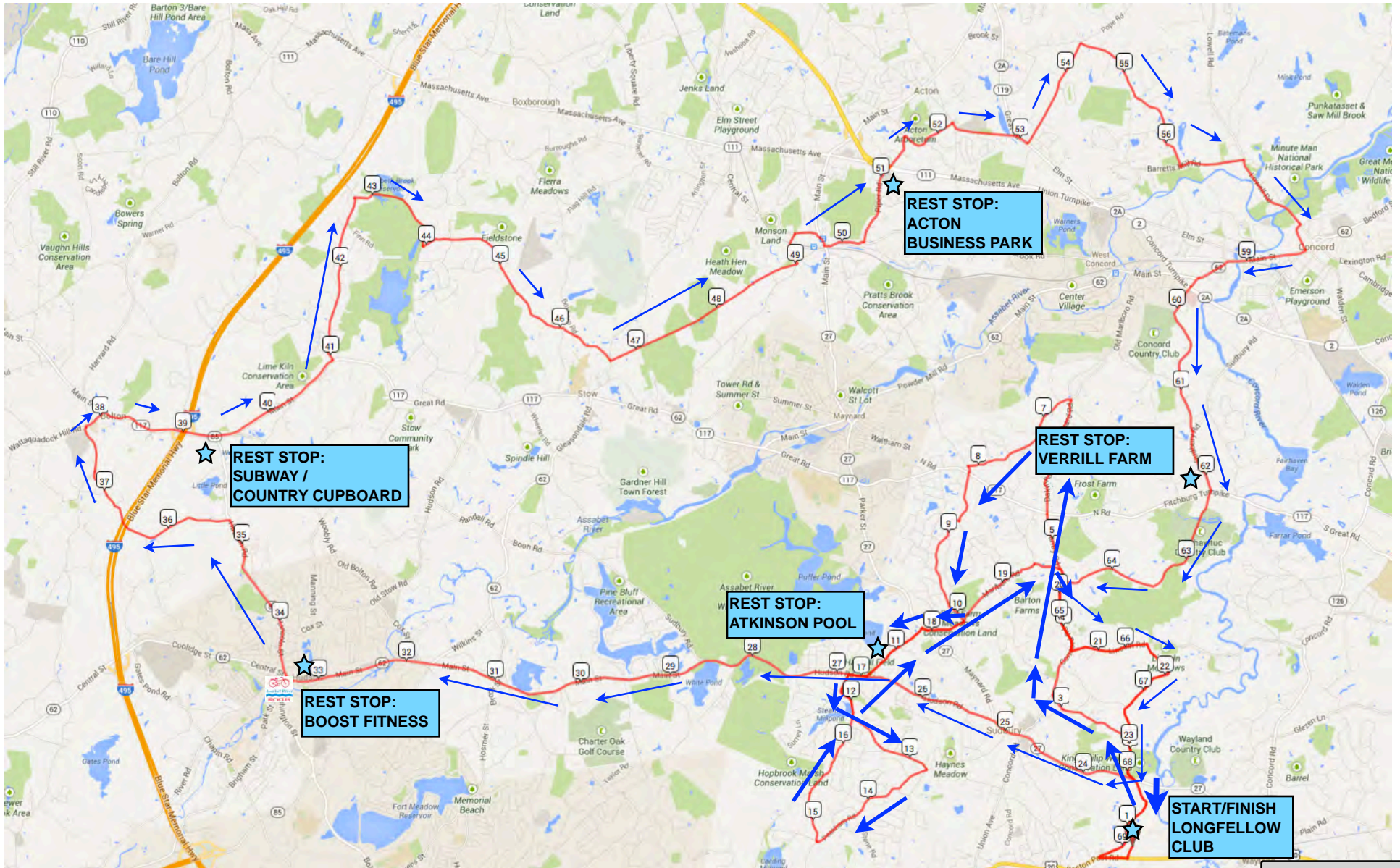
**Rules of the Road**

- > Follow traffic laws. They apply to cyclists, too!
- > Keep your helmet on while riding.
- > No headphones. It is illegal to ride with headphones in the State of Massachusetts
- > No speaking or texting on cell phones while riding. Safely pull over and stop to use your phone.
- > If you need to pull over, warn cyclists behind you and then get completely out of the path of other riders
- > Call out hazards to warn cyclists around you. Repeat hazard warnings to those behind you.
- > Avoid collisions. Call out "slowing" or "stopping" to warn riders behind you.



**70 Mile Ride**  
 Sunday, September 29, 2013 | 7:00AM  
 70 Mile participants follow **BLUE** markers

**EMERGENCIES: CALL 911**  
**Event Headquarters & SAG**  
**support: 781-234-4028**



Attachment13.a: Pos Spin 2015 APPLICATION\_BOS (1455 : Positive Spin for ALS)



**70 Mile Ride**  
 Sunday, September 29, 2013 | 7:00AM  
 70 Mile participants follow **BLUE** markers

The ALS Association Massachusetts Chapter  
 2013 Ride to Defeat ALS

**EMERGENCIES: CALL 911**  
**Event Headquarters & SAG**  
**support: 781-234-4028**

DIST	CUE	DIST TO NEXT CUE
0.0	Start of route	0.2
0.2	→ R onto US-20 W/Boston Post Rd	0.3
0.5	→ R onto Old County Rd	0.3
0.8	↑ Continue onto River Rd	0.5
1.4	← Bear L onto Water Row. CAUTION: Oncoming traffic has R of way	0.3
1.7	↑ CAUTION: Crossing RT 27. Slight L to continue on Water Row.	0.5
2.2	← L onto Plympton Rd	1.1
3.3	→ R onto Concord Rd.	0.1
3.4	↑ Continue Straight on Concord for 70 Mile Route.	0.4
3.8	← Bear L to continue on Concord Rd.	0.8
4.7	↑ Continue Straight. Concord Rd becomes Pantry Rd.	0.7
5.3	↑ Continue Straight. Pantry Rd becomes Dakin Rd at RT 117	0.7
6.0	↑ Continue Straight. Dakin Rd becomes Old Pickard Rd	0.6
6.7	← Sharp L onto Old Marlboro Rd	0.8
7.5	↑ Continue Straight. Old Marlboro Rd becomes Powers Rd	0.7
8.2	← L onto Powder Mill Rd	0.1
8.2	↑ Continue Straight. Powder Mill Rd becomes Mossman Rd at RT 117	0.6
8.8	→ R onto Willis Rd	1.4
10.2	→ R onto Marlboro Rd	0.4
10.6	→ R onto MA-27 N/Maynard Rd	0.1
10.7	← L onto Fairbank Rd	0.7
11.3	☁ REST STOP @ Atkinson Pool. Open 7:45am - 12pm.	0.2
11.5	→ R onto Hudson Rd	0.2
11.7	← YO!! L onto Dutton Rd for first quarter of 70 Mile Route	0.6
12.2	← L onto Pratts Mill Rd	1.0
13.3	→ Sharp R onto Peakham Rd	1.5
14.8	→ R onto French Rd. CAUTION: Short distance until next turn!	0.0

DIST	CUE	DIST TO NEXT CUE
14.8	→ R onto Old Garrison Rd	0.6
15.4	↑ Continue Straight. Old Garrison Rd becomes Dutton Rd	1.5
16.9	→ YO!! R onto Hudson Rd for first quarter of 70 Mile Route	0.2
17.1	← L onto Fairbank Rd	0.2
17.3	☁ REST STOP @ Atkinson Pool. Open 7:45am - 12pm.	0.7
17.9	→ R onto MA-27 S/Maynard Rd. CAUTION: Short distance until next turn!	0.1
18.0	← L onto Marlboro Rd	0.4
18.4	↑ Continue Straight to stay on Marlboro Rd	0.5
19.0	← Slight L to stay on Marlboro Rd/Marlborough Rd	0.5
19.5	→ R onto Haynes Rd	0.3
19.7	→ R onto Pantry Rd	0.2
19.9	↑ Bear R to stay on Concord Rd	0.8
20.7	← L onto Lincoln Rd. CAUTION: Oncoming Traffic has R of Way	0.9
21.6	→ R onto Water Row	1.9
23.5	→ CAUTION: Sharp R onto MA-27 N/Old Sudbury Rd to continue 70 Mile Route	1.4
24.9	↑ Continue Straight. Old Sudbury Rd becomes Hudson Rd.	0.4
25.2	↑ CAUTION: 70 MILE ROUTE CONTINUES STRAIGHT AS RT 27 GOES TO THE RIGHT.	1.7
26.9	↑ CAUTION: Continue Straight past Dutton Rd for remaining 70 Mile Route	1.4
28.3	↑ Continue Straight. Hudson Rd becomes Sudbury Rd	0.3
28.6	← Slight L onto State Rd	0.3
28.9	↑ Continue Straight. State Rd becomes Main St	3.8
32.8	☁ REST STOP @ Boost Fitness. Open 8:45am - 10:30am.	0.5
33.3	Assabet River Bicycles	0.1
33.3	↑ At the traffic circle, continue straight onto MA-62 W/MA-85 N/Main St	0.1

DIST	CUE	DIST TO NEXT CUE
33.4	→ Bear R onto MA-85N/Lincoln St	1.3
34.8	↑ Continue Straight. Lincoln St becomes Hudson Rd	0.6
35.3	← L onto Century Mill Rd/Mill Rd	1.0
36.3	↑ Continue Straight. Mill Rd becomes S Bolton Rd	1.1
37.3	↑ Continue Straight. S Bolton Rd becomes Berlin Rd	0.5
37.8	→ R onto Wattaquaddock Hill Rd	0.3
38.1	→ R onto MA-117 E/Main St	1.2
39.3	☁ REST STOP @ Subway Restaurant / Country Cupboard. Open 9:30am - 11:30 am.	1.7
41.0	← L onto East End Rd	0.7
41.7	↑ Continue Straight. East End Rd becomes Stow Rd	1.2
42.9	→ R onto Eldridge Rd	0.7
43.5	↑ Continue Straight. Eldridge Rd becomes Taylor Rd	0.3
43.9	↑ Straight onto Garner Rd	0.2
44.0	← L onto No Name Rd	0.2
44.2	→ R onto Taylor Rd	2.1
46.3	→ Slight R onto Boxboro Rd	0.5
46.8	← L onto S Acton Rd. CAUTION: Cross W Acton Rd	1.7
48.4	↑ Continue Straight. S Acton Rd becomes Stow St	0.7
49.1	← L onto Martin St	0.4
49.5	→ R onto Central St	0.3
49.8	→ Slight R onto MA-27 S/Main St. CAUTION: Short distance until next turn!	0.1
49.9	← L onto School St	0.5
50.3	← L onto Piper Rd	0.8
51.1	☁ REST STOP @ Acton Business Park. Open 10:00am - 1:00pm.	0.1
51.3	↑ Cross Massachusetts Ave and continue onto Taylor Rd	0.4
51.7	→ R onto Minot Ave	0.6
52.4	→ R onto Concord Rd	0.1
52.4	← CAUTION: Bear L to stay on Concord Rd	0.7

DIST	CUE	DIST TO NEXT CUE
53.1	→ R onto MA-119 E/Massachusetts 2A E/Great Rd. CAUTION: Busy road	0.1
53.3	← L onto Pope Rd	1.3
54.6	→ R onto Strawberry Hill Rd	2.0
56.5	← L onto Barretts Mill Rd	0.7
57.3	→ R onto Lowell Rd	1.0
58.2	→ R onto Keyes Rd	0.3
58.6	→ R onto MA-62 W/Main St	1.2
59.8	← L onto Old Road to 9 Acre Corner. CAUTION: Merging Traffic!	0.1
59.9	↑ Continue Straight. Cross Route 2	1.8
61.8	→ R onto Sudbury Rd	0.4
62.2	→ REST STOP @ Verrill Farm. R onto Wheeler Rd. Open 10:30am - 2:00pm.	0.3
62.5	↑ Continue Straight, crossing Route 117	0.5
63.0	↑ Continue Straight. Sudbury Rd becomes Concord Rd	2.0
64.9	← L to stay on Concord Rd	0.8
65.7	← L at Lincoln Rd	0.9
66.6	→ R onto Water Row	1.9
68.5	↑ CAUTION: Crossing Route 27. Slight L to continue on Water Row	0.3
68.8	→ Slight R onto River Rd	0.5
69.3	↑ River Rd Becomes Old County Rd	0.3
69.7	← L onto US-20 E/Boston Post Rd	0.3
70.0	← L onto Minuteman Dr	0.2
70.2	End of route	0.0

**Rules of the Road**  
 > Follow traffic laws. They apply to cyclists, too!  
 > Keep your helmet on while riding.  
 > No headphones. It is illegal to ride with headphones in the S of Massachusetts.  
 > No speaking or texting on cell phones while riding. Safely pu over and stop to use your phone.  
 > If you need to pull over, warn cyclists behind you and then g completely out of the path of other riders.  
 > Call out hazards to warn cyclists around you. Repeat hazard warnings to those behind you.  
 > Avoid collisions. Call out "slowing" or behind you.

## Positive Spin for ALS Department Feedback

September 27, 2015

### Fire Department

From: Miles, William  
 Sent: Monday, August 31, 2015 6:10 AM  
 To: Sudbury Community Events  
 Subject: **ACCEPTED**: 2015 Positive Spin for ALS

---

### Highway Department Approval:

From: Place, Bill  
 Sent: Tuesday, August 25, 2015 1:04 PM  
 To: Frank, Leila <FrankL@sudbury.ma.us>  
 Subject: FW: 2015 Positive Spin for ALS

Leila, the rear entrance to papa Gino's parking lot has a Barrier blocking it.  
 There is poor sight lines at River Road and Water Row,  
 Plympton Road and Water Row, Willis Road and Marlboro Road and many more.  
 Many of the roads are narrow and winding.  
 They have done this in the past with no incident and most likely there won't be any.  
 Just voicing my concerns.

Bill

-----Original Appointment-----

**From:** Place, Bill  
**Sent:** Tuesday, August 25, 2015 12:52 PM  
**To:** Sudbury Community Events  
**Subject:** **ACCEPTED**: 2015 Positive Spin for ALS  
**When:** Sunday, September 27, 2015 7:00 AM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:**

---

### Park & Recreation Approval:

From: McShea, Nancy  
 Sent: Monday, August 24, 2015 5:08 PM  
 Subject: **ACCEPTED**: 2015 Positive Spin for ALS  
 When: Sunday, September 27, 2015 7:00 AM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Attachment13.b: Pos Spin 2015 Approvals (1455 : Positive Spin for ALS)

**Police Department Approval:**

9/1/15: Concern about crossing rt 27. Will there be police detail or signage?

From: Nix, Scott

Sent: Tuesday, September 01, 2015 12:26 PM

To: Sudbury Community Events

Subject: **ACCEPTED**: 2015 Positive Spin for ALS

When: Sunday, September 27, 2015 7:00 AM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

---

**Response to Concerns:**

From: Myke Farricker [mailto:mykefarricker@gmail.com]

Sent: Wednesday, September 02, 2015 10:56 AM

To: Frank, Leila <FrankL@sudbury.ma.us>

Subject: Re: Sudbury Positive Spin for ALS Questions

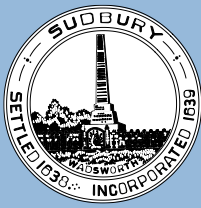
yes we always have a police detail where the bike path crosses 27.

We also have a police detail on Water Row at Plympton St for the left turn the riders make there. After all the riders are passed through, the detail moves down to the LSHS to supervise the left turn for the riders from Concord Rd onto Lincoln Road.

I am enclosing more current maps and cue sheets for the four rides. I apologize for sending you an outdated one before. We used to cut through Papa Gino's but we don't anymore. We go down to the restaurant Conrad's (used to be Skye's) and turn right just past it.

We talk to the riders before they leave and remind them to ride on the right side of the road and to be careful. We pick Sunday for the ride as there is less traffic on that day.





SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**14: Park & Rec Donation \$50K**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept, on behalf of the Town, a \$50,000 donation from Linda Lyons and family to the Boundless Playground Maintenance Trust Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 17, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, a \$50,000 donation from Linda Lyons and family to the Boundless Playground Maintenance Trust Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 17, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Town Counsel	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:



# Town of Sudbury

## Park & Recreation Department

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-639-3259

mcshean@sudbury.ma.us

August 17, 2015

To: Sudbury Board of Selectmen  
From: Nancy McShea, Park, Recreation, and Aquatic Director  
RE: Donation Acceptance

Please accept this very generous donation of \$50,000 from Linda Lyons and family for the purchase of more poured in place playground surfacing for the Lyons Pride/SMILE Sudbury Playground at Haskell Field. This money will allow us to complete the back swing area of the playground @ 3,255 feet of surfacing and put us very close to completing the surfacing for the entire playground. We are thrilled by this extremely generous donation once again by Linda Lyons and we hope the Board will accept it. Thank you.

Sincerely,

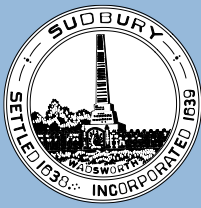
Nancy McShea, CPRE, CPSI

Director Parks and Recreation

Town of Sudbury

*Please deposit into account 0716748/483100*

2015 AUG 18 P 12:20  
RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**15: Park & Rec Donation \$200**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept, on behalf of the Town, an anonymous donation of \$200 for the youth and teens of Sudbury, to the Program Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 26, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, an anonymous donation of \$200 for the youth and teens of Sudbury, to the Program Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 26, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Background Information:  
attached

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Town Counsel	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

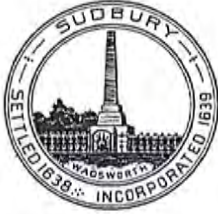
09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:



# Town of Sudbury

## Park & Recreation Department

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-639-3259

mcshean@sudbury.ma.us

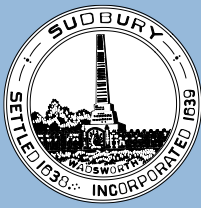
August 26, 2015

To: Board of Selectmen  
From: Nancy McShea, Director of Parks, Recreation, and Aquatics  
Re: Donation

Please accept this anonymous donation of \$200 restricted to the youth and teen of Sudbury. To be deposited in account number 1914448/483100 Program Contributions and Donations.

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 AUG 27 P 12:58



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**16: Park & Rec Donation \$3060**

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Vote to accept, on behalf of the Town, donations totaling \$3,060 to the Program Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 19, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Recommendations/Suggested Motion/Vote: Vote to accept, on behalf of the Town, donations totaling \$3,060 to the Program Contributions & Donations account, (as requested by Nancy McShea, Park & Recreation Director, in a memo dated August 19, 2015), said funds to be expended under the direction of the Park and Recreation Director.

Background Information:

Attached memo

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Town Counsel	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:



# Town of Sudbury

## Park & Recreation Department

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-443-1092

McShean@sudbury.ma.us

### Memorandum

TO: Patty Golden  
FROM: Nancy McShea  
RE: Donations  
DATE: August 19, 2015

To the Board of Selectmen:

Please accept the following donations to support Park and Recreation Activities. These donations will be deposited in the Program Contributions and Donations Account 191448/483100.

Maher	\$60
Fiske Independent Race Management	\$3,000

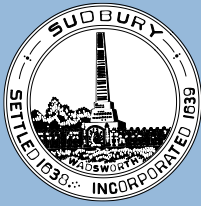
I have enclosed copies of the checks. The total donation is \$3,060.

Please let me know when these donations are approved and I will deposit the checks.

Thank you,

Nancy McShea  
Parks & Recreation Director  
40 Fairbank Road  
Sudbury, MA 01776-1843  
978-639-3259

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA  
2015 AUG 20 A 11:09



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**17: Sudbury Historical Commission Resignation**

REQUESTOR SECTION

Date of request:

Requestor: James A. Hill, Sudbury Historical Commission

Formal Title: Vote to accept the resignation of James A. Hill, 199 Concord Road, from the Sudbury Historical Commission and thank him for his service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of James A. Hill, 199 Concord Road, from the Sudbury Historical Commission and thank him for his service to the Town.

Background Information:  
See resignation letter attached

Financial impact expected: not applicable

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

JAMES A. HILL

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 AUG 24 P 3:25

August 24, 2015

Ms. Maryanne Bilodeau, Town Manager  
Town of Sudbury  
278 Old Sudbury Road  
Sudbury, MA 01776

Dear Ms. Bilodeau,

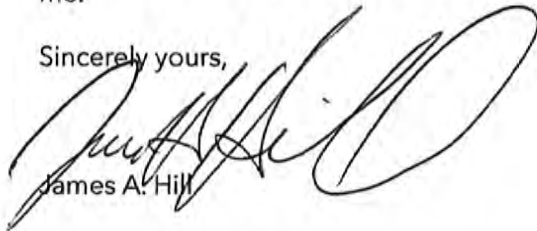
Please accept this letter as my resignation as a full commission member of the Sudbury Historical Commission (SHC), and as the SHC liaison to the Community Preservation Commission.

It has been an honor and a privilege for me to participate on these two town commissions for 12+ years and 6+ years (I think) respectively. I have had an opportunity to work with many wonderful people including both town employees and volunteers. For this, I am grateful for the opportunity provided me by Maureen and the Board of Selectman and the ongoing support by the Planning, Building and DPW departments during this time.

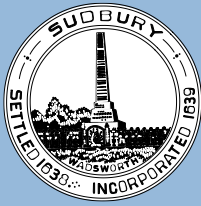
The decision to step down was difficult, and a bit wrenching, due to these wonderful people. Stepping down was based for the most part due to the Conflict of Interest rules and how that effects my ability to advocate for preservation of the Wayside Inn at the SHC now that I have joined it's Board. The preservation of the Inn has been a passion of mine for many years and I do not want this to create conflicts at the town level. It is my goal to stay involved with the SHC in other areas where I may be helpful as well as participating in other commission/boards where I see a path to contribute.

Please accept my gratitude to the Town for the many opportunities it has provided me.

Sincerely yours,

  
James A. Hill





SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**18: Baranowsky Appointment as VEOC Member**

REQUESTOR SECTION

Date of request:

Requestor: Pat Brown

Formal Title: Vote to appoint John Baranowsky, 103 Belcher Drive, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.

Recommendations/Suggested Motion/Vote: Vote to appoint John Baranowsky, 103 Belcher Drive, as a Member of the Vocational Education Options Committee, for a term ending 5/31/16, as recommended by Pat Brown, Vocational Education Options Committee Chair.

Background Information:

John Baranowsky is currently serving as an Associate on the VEOC. A vacancy has arisen for a full Member position. Please see application attached.

Financial impact expected:n/a

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

### TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN  
278 OLD SUDBURY ROAD  
SUDBURY, MA 01776

FAX: (978) 443-0756  
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Vocational Educations Options Committee

Name: John K. Baranowsky

Address: 103 Belcher Drive

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 39

Brief resume of background and pertinent experience:

*A parent of 4; however the children are now out of school. I work with and oversee all sorts of trades from the vocational ranks and have a very detailed current understanding of these educational needs.*

Municipal experience (if applicable):

*Four years in a Town Engineering Department. Twenty-four years with a quasi-State agency (MWRA).*

Educational background:

*B.S. & M.S. Engineering Degrees*

Reason for your interest in serving:

*I like that this committee has a clear goal to get something needy done on time.*

Times when you would be available (days, evenings, weekends): *evenings, weekends, some days*

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

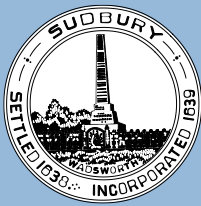
*No*

JKB (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature John K. Baranowsky, PE. Date August 13, 2014



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**19: Vocational Education Options Committee Resignation**

REQUESTOR SECTION

Date of request:

Requestor: Risa Burns

Formal Title: Vote to accept the resignation of Risa Burns, 46 Cider Mill Road, from the Vocational Education Options Committee and thank her for her service to the Town.

Recommendations/Suggested Motion/Vote: Vote to accept the resignation of Risa Burns, 46 Cider Mill Road, from the Vocational Education Options Committee and thank her for her service to the Town.

Background Information:  
See resignation letter attached

Financial impact expected: not applicable

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Maryanne Bilodeau	Pending
Barbara Saint Andre	Pending
Charles C. Woodard	Pending
Board of Selectmen	Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board's action taken:

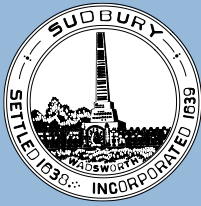
Follow-up actions required:

- Requestor:
- Board of Selectmen:
- Staff:

Future agenda date:

**From:** Ron Stern / Risa Burns  
**Sent:** Wednesday, September 02, 2015 3:52 PM  
**To:** Selectmen <Selectmen@sudbury.ma.us>  
**Subject:** Fwd: VEOC Reboot and Reorg -- Take 2. Again, Please Respond.

I am writing to let you know that I am resigning from the Vocational Education Options Committee. Thank you. Risa



SUDBURY BOARD OF SELECTMEN  
Tuesday, September 8, 2015

**CONSENT CALENDAR ITEM**

**20: St. Anselm Walk for the Poor**

REQUESTOR SECTION

Date of request:

Requestor: Ronald Nix, President. St. Anselm Conference of the Society of St. Vincent de Paul

Formal Title: Vote to grant a special permit to Ronald Nix, President, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a “Walk for the Poor” on Sunday, September 27, 2015, from 11:00 a.m. through approximately 2:00 p.m., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.

Recommendations/Suggested Motion/Vote: *Vote to grant a special permit to Ronald Nix, President, St. Anselm Conference of the Society of St. Vincent de Paul, to hold a “Walk for the Poor” on Sunday, September 27, 2015, from 11:00 a.m. through approximately 2:00 p.m., subject to Police Department safety requirements, proof of insurance coverage and the assurance that any litter will be removed at the race’s conclusion.*

Background Information:  
CONSENT CALENDAR

Financial impact expected:N/A

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

- Maryanne Bilodeau                      Pending
- Barbara Saint Andre                      Pending
- Leila S. Frank                              Pending
- Patty Golden                                Pending
- Charles C. Woodard                      Pending
- Board of Selectmen                      Pending

09/08/2015 7:30 PM

MEETING NOTES SECTION

Board’s action taken:

Follow-up actions required:

**Society of St. Vincent de Paul  
St. Anselm Conference**

RECEIVED  
BOARD OF SELECTMEN  
SUDBURY, MA

2015 SEP -2 P 12: 33

To: Board of Selectman, Town of Sudbury, MA  
322 Concord Road, Sudbury, MA 01776

From: Ronald Nix, President  
St. Anselm Conference of the Society of St. Vincent de Paul  
100 Landham Road, Sudbury, MA 01776

Re: Annual Walk for the Poor  
Date: July 21, 2015

The St. Anselm Conference of the Society of St. Vincent de Paul requests permission to conduct a Walk for the Poor on Sunday, September 27, 2015 at 11:00am and concluding at approximately 2:00pm. The route will begin in the St. Anselm Church parking lot; proceed south on Landham Road turn left on Russet Lane, left on Eddy Street, right on Brookdale Road, right on Kay Street, left on Stock Farm Road, right on Landham Road and return to the St. Anselm Church parking lot. Walkers will have the option of doing this route once (1.5 miles ) or twice (3 miles). We will use the sidewalks on Landham Road and have volunteers posted at three other locations along the route where there are no sidewalks.

This will be our 3<sup>rd</sup> Annual walk and the second year using this same route. Last year we had over 50 participants and our goal this year is to increase the participation to 60-75 walkers.

Money pledged to the walkers will be returned to the St. Anselm Conference of the Society of St. Vincent de Paul and then used to assist the needy in the surrounding community. The St. Anselm Conference of the Society of St. Vincent de Paul is a 501-C-3 charity. While it is Catholic by association, we do not differentiate among clients with regard to religious affiliation or on any other basis.

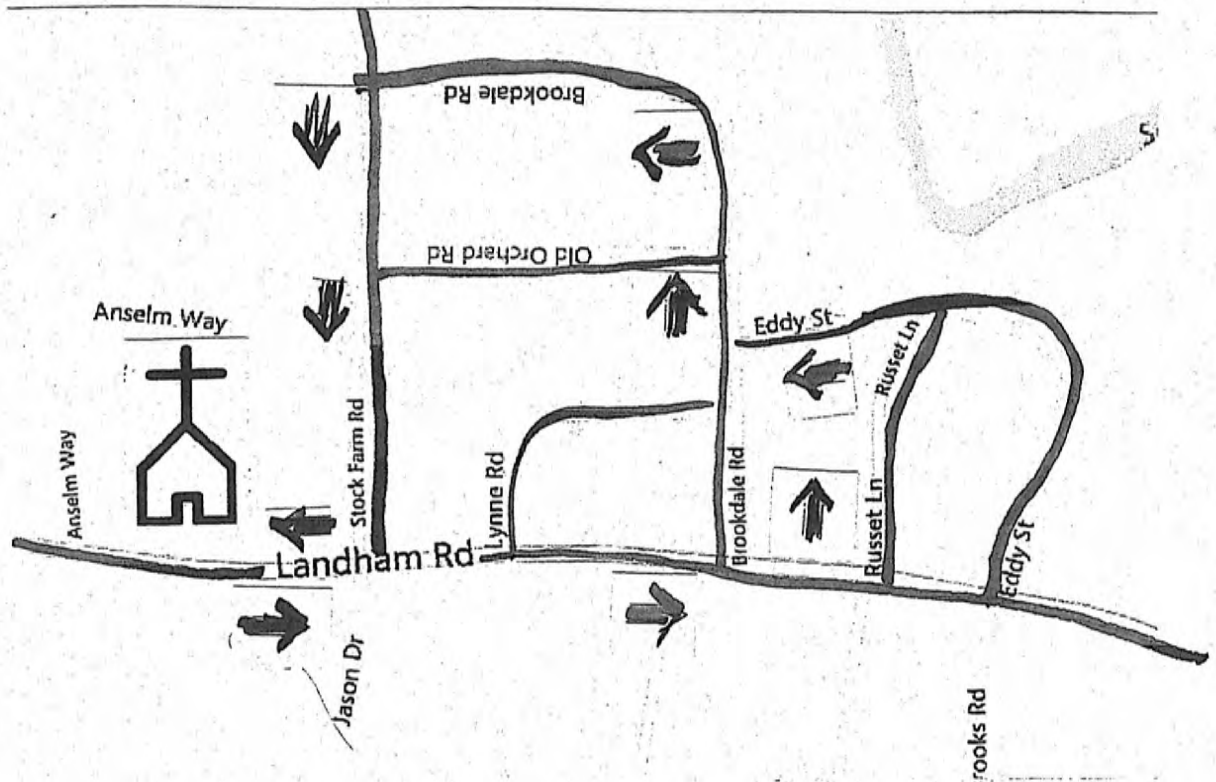
Sincerely,



Ronald Nix, President

### Map for the Walk for the Poor

- Leaving St Anselm's Parking lot Turn LEFT on to Landham Rd
- Heading South on Landham turn LEFT on to Russet Lane
- Headin East on Russet turn LEFT on to Eddy St
- Heading North on Eddy turn RIGHT onto Brookdale Rd
- Follow Brookdale to Stock Farm Rd (turn LEFT)
- Heading West on Stock Farm turn RIGHT on Landham Rd
- Heading NNorth on Landham return to St Anselm's Church



## St. Anselm Walk for the Poor 2015 Department Feedback

September 27, 2015

### Fire Department

**From:** Whalen, John

**Sent:** Wednesday, September 02, 2015 12:50 PM

**Subject:** **ACCEPTED:** St. Anselm Walk for the Poor

**When:** Sunday, September 27, 2015 11:00 AM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

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### Highway Department Approval:

**From:** Place, Bill

**Sent:** Wednesday, September 02, 2015 3:12 PM

**Subject:** **ACCEPTED:** St. Anselm Walk for the Poor

**When:** Sunday, September 27, 2015 11:00 AM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Leila, the DPW has no issues with St. Anselm walk.

Bill.

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### Park & Recreation Approval:

**From:** McShea, Nancy

**Sent:** Wednesday, September 02, 2015 2:03 PM

**Subject:** **ACCEPTED:** St. Anselm Walk for the Poor

**When:** Sunday, September 27, 2015 11:00 AM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

Recreation has no issue with this event. Thanks -Nancy

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### Police Department Approval:

**From:** Nix, Scott

**Sent:** Wednesday, September 02, 2015 2:53 PM

**Subject:** RE: St. Anselm Walk for the Poor

Leila,

**The walk seems great.** I would caution walkers while traversing Stock Farm Road. Drivers can travel above the the limit.